**DION**

Office Admin / IT Support

Dubai, United Arab Emirates
Email Address: dion.342105@2freemail.com

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**CAREER OBJECTIVE:**

A capable and experienced Office Admin / Office Clerk / IT Support (Networks & Systems) who possess high levels of accuracy and attention to detail, good organizational abilities, and is able to perform well in a fast paced, demanding environment. I am self-motivated, with an enthusiastic and passionate manner about providing good service in Office Administration and IT Support. I am constantly looking for ways to improve administrative processes and in IT Support so that tasks get done more effectively.Highly detail-oriented and organized with special focus on ensuring seamless office operations and processes. Experienced in providing clerical, administrative and IT support in a busy office environment. I am seeking for the position of Office Admin / IT Support in a reputed company, wherein I can maximize my knowledge and skills with a committed mind to serve and function independently.

**AREAS OF EXPERTISE:**

* Office Administration and Office Clerical work
* IT Support (Networks& Systems / Hardware & Software)

**SKILLS:**

* Computer/Technical Literacy
* Technically proficient in MS Word, PowerPoint, Excel
* Troubleshooting hardware and software problems
* Internet and Computer Savvy
* Knowledge in Computer Hardware and Software Application
* Flexibility/Adaptability/Managing Multiple Priorities
* Interpersonal Abilities

**KEY STRENGTHS AND COMPITENCIES:**

* Written and verbal communications skills
* Good interpersonal skills
* Willing to do overtime job
* Fast learner with positive attitude
* Organized, Accurate and Detail Oriented
* Determined and willing to learn
* Excellent computer skills (Hardware/Software)

**RECENT WORK EXPERIENCE:**

* ***Request Service Officer****–* ***Philippine Statistics Authority – Regional Office 8***

(March 2016 up to December 2016 – 9 months)

Tacloban City, Philippines

* ***Admin Officer / IT Support****–* ***City Government of Tacloban***

(May 2015 up to February 2016 – 9 months)

Tacloban City, Philippines

**Duties and Responsibilities:**

* Create and maintain office records in both paper and electronic formats
* Answer telephone calls and provide information of the company’s services and facilities
* Relay messages to intended recipients and direct visitors or customers to appropriate departments
* Scan incoming mail for recipient information and distribute letters and parcels to intended recipients
* Handles clients and customers query appropriately
* Manage files and documents with labels in order
* Troubleshoot hardware and software problem

**Bachelor of Science (BSc) in Information Technology:**

OJT / PRACTICUM EXPERIENCE: Land Bank of the Philippines

 Tacloban City

TRAINING / SEMINAR ATTENDED: Training on the Revised RA 9255 and Its Related Memo Circulars

 Philippine Statistics Authority Region 8

 June 25, 2016 – Tacloban City

Orientation Seminar on Human Resource Policies,

Basic Customer Service Skills Training and Civil Registration Laws/Updates

 PSA RSSO 8

 March, 2016

 Tacloban City

Training on the Basic Customer Service Skills and Related HR Policies, Workshop on Gender Mainstreaming & Analysis

 Sabin Hotel, Ormoc City

 September 10-11, 2016

. Ormoc City

**PERSONAL DATA:**

Age **:** 24 years old

 Date of Birth **:** November 14, 1992

 Gender **:** Male

 Civil Status **:** Single

 Nationality **:** Filipino

 Religion **:** Roman Catholic

**EDUCATIONAL BACKGROUND:**

 Tertiary **:Bachelor of Science (BSc) in Information Technology**

 AMA Computer Learning Center (ACLC College)

 Tacloban City, Philippines

(2015)

 Secondary**:Secondary Education / High School**

Asian Development Foundation College

Tacloban City, Philippines

 (2010)

 Primary **:Primary Education / Elementary**

Tacloban City, Philippines

 (2006)

**CHARACTER REFERENCE:**Upon Request