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**KYLE**

[**KYLE.355833@2freemail.com**](mailto:KYLE.355833@2freemail.com)

**PROFILE OF QUALIFICATION:**

* Fast learner with minimal supervision
* Can work well under pressure
* Self-motivated person
* Can work as Team Leader/ as Individual
* Computer Literacy (MS Outlook, MS Word, MS Excel, MS PowerPoint, MS Access)

Knowledge in:

* Computer Teardown and Assembly
* Different types of Computer (Hardware & Software)
* Different types of Windows OS (Windows XP, 7,8,10 and Server 2012 R2)
* Microsoft Server Installation and Configuration (Server 2012 R2)
* GPO Configurations, Users and Computer Management for Server 2012 R2
* Analog, AHD and IP Camera Installation and Configuration
* Fingerprint Machine Configuration and Installation
* MFP type Printers Installation and Configuration
* Different kinds of Router, Modem and Switch hubs installation and configuration
* Avaya Systems, IP Office Modifications
* Basic Firewall configuration (Third-Party)
* Network Structures via LAN/WAN Configuration
* UTP Cable Patching (for RJ45 & RJ11)
* Replace and Upgrade Computer Parts
* Third-party Storage and File Recovery
* Basic Knowledge in Adobe Photoshop CC 2015
* Basic Knowledge in Adobe Illustrator CS5 2015

**EDUCATION:**

**Computer Hardware and Servicing (NCII)**

*Xavier Technical Training Center Corp. (Philippines)*

*Graduated: February 26, 2012*

**Bachelor of Science in Information Technology (Under-Graduate)**

*AMA Computer College (Lucena city Campus)*

June 2008 – March 2010

**WORK EXPIRIENCE:**

**CHG Copenhagen Gen. Trading (Dubai, UAE)**

*IT Manager (December 2016 – Present)*

* Managing IT Department of the company, including: MS Server 2012 R2, Web Mail, Storage and Backup, CCTV and Security devices, Avaya IP Telephones, MFP Printers for networks and IP Printers. Managing and planning the whole IT structure from its Network plan to managing, maintaining, certain modification and for feature upgrades. Reporting directly to the Chairman of the company.

**Copenhagen Group L.L.C. (Dubai, UAE)**

*IT Assistant (August 15, 2015 – December 2016)*

* Assisting the IT Manager to Set-up Offices in Dubai, from its cables to the routers going to the server and its clients, installations of Security cameras, IP telephones and Printers. Installing and Maintaining the Main office and Branches of the company.

**Greenwich Pizza Corporation**

*Delivery Rider and Crew (September 2012- April 2013)*

* Greenwich Pizza is a fast food company with pizza, pasta and some rice meals as staple in its menu. My job is to deliver the pre-ordered products to customers at the store’s delivery time and food condition through operating a motorcycle. During down time, I assist in the kitchen and ensure proper maintenance of the assigned motorcycle.

**G6 Internet & Gaming**

*Computer Technician & Receptionist* (January 2012- September 2012)

* My working experience in Computer shop (G6 internet & Gaming) gave me the exposure in the field of technician (Computer repairs) and customer service. I have enhanced my skills in computer operation and customer relations. The experience did not only teach me to work individually but also to make decision on my own as the storekeeper, receptionist and technician.

**Philippine Long Distance Telecommunication Co. (PLDT)**

*Freelance Sales* Agent (August 2010-May 2011),

Customer *Sales Force Agent* (May 2011 to January 2012)

* My working experience in PLDT gave me the exposure to work and learn in the field of sales and customer service. I have learned to work in achieving sales target both individually and as a member of a team. The experience did not only teach me hard work but also work well under pressure.

**SKILLS:**

* Computer Literacy: MS Outlook, MS Word, MS Power Point, MS excel and MS Access
* Computer Hardware Repair, Diagnose, Troubleshoot and Maintenance
* Driving manual and Automatic Motorcycles
* Able to use Aviation hand tools and Equipment’s
* Occupational Health and safety Procedures

**TRAININGS AND SEMINARS:**

* *International Cruise Ship Services*

August 26, 2008

**ACHIEVEMENTS:**

* *National Certificate II* – 2012
* *Philippines Air Force ROTC Graduate* – 2015
* *Aviation Training Center* (As Treasurer)– 2014

*I hereby certify the above information is true and correct to the best of my knowledge and belief.*