**RAYMOND**

******RAYMOND.359795@2freemail.com**

**QUALIFICATIONS:**

Has a good leadership skill, fast learner, willing to learn new opportunities for advancement, goal-oriented, outgoing with positive attitude, has a strong sense of responsibility and self-motivated.With strong organizational skills, creativity, flexibility, very keen to detailsand has efficient working habits.

**WORK EXPERIENCE:**

**Position: Sales Representative/ I.T Technician**

Wardat Al Mizhar Computers

 August 2011 to present

**Job Description:**

* Presents, promotes and sells computers, tablets, other related products or services to existing and prospective customers.
* Sets up individual or company workstations with computers and necessary devices
* Checking computer hardware (HDD, mouses, keyboards, etc) to ensure functionality
* Installs and configures appropriate software and functions according to specifications
* Provides orientation and guidance to users on how to operate new software and computer equipment
* Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging, etc.)
* Identify computer or network equipment shortages and place orders

**Position:I.T. Representative**

Colegio de San Augustin Binan, Laguna

October 2010 to January 2011

**Job Description:**

* Point contact to school IT matters
* Helps school teachers, students and clients over technical issues.
* Assists in handling IT technical cases in relation to school unit.
* Authorizes and allocates usernames for school unit staff
* Operational duty for creating accounts on particular systems for school unit staff and non-taught course students

**Position:Marketing / Sales / Junior Technical Officer**

Ncomputing Philippines Inc. Ortigas, Pasig City

March 2009 – January 2011

**Job Description:**

* Product marketing through telecommunications to encourage client’s growth by choosing software solutions to address organizational needs.
* Setting out and demonstrating product proposals to prospective clients.
* Provides an appropriate technical service for the benefit of clients and colleagues.
* Responsible for maintaining good relations with existing clients.
* Solves and troubleshoot problems related to computers.
* Planning, designing and implementing computer network.
* Installs software and connecting various computers in the networks to transmit data.
* Troubleshoot and diagnose hardware problems, computer repairs and desktops at different establishments.
* Network cabling infrastructure

**EDUCATIONAL BACKGROUND**

 **School/ University Inclusive Dates**

**Tertiary Level:** Bachelor of Science in 2004- 2006 Business Administration

PSBA College

Cubao, Philippines

**Secondary Level:** Roosevelt College 1999- 2003

 Cainta, Cainta Rizal

**PERSONAL INFORMATION:**

Age : 31 years old

Date of Birth : November 18, 1985

Place of Birth : Marikina City

Civil Status : Married

Citizenship : Filipino

Height : 5’10”

Religion : Christian