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**Aira**

**Email:** [**Aira.361833@2freemail.com**](mailto:Aira.361833@2freemail.com)

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| **Summary** |
| I am highly motivated, hardworking and goal-oriented IT/HR professional. I will fulfill my task with my efficiency and skills that I have gained in my years of experience in the corporate industry. My expertise includes payroll extraction and handling, HR recruitment, data analysis, systems design analysis, systems development, systems testing and user training. I spearheaded and accomplished IT projects in the previous companies I worked for. I am currently looking for new and more challenging position in the corporate world, one which will make best use of my existing skills and experience and further my personal and professional development. |

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| **Work Experience** |

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| IT Specialist/HR Assistant  Marcventures Mining and Development Corp.  February 2016 – March 2017 |

**Responsibilities as HR Assistant:**

* Assisting with day to day operations of the HR functions and duties
* Providing clerical and administrative support to Human Resources executives
* Compiling and update employee records (hard and soft copies)
* Deal with employee requests regarding human resources issues, rules, and regulations
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Coordinate communication with candidates and schedule interviews
* Conduct initial orientation to newly hired employees

**Responsibilities as IT Specialist:**

* Project implementation (SDLC process)
* Installs and configures local area data communications networks for data, voice and video communications.
* Installs computer software (Windows OS, MS Office, Antivirus, Back Office Systems, etc.) based on approved SAA (System Access Agreement Form).
* Installs computer hardware (desktop, printer, scanner, etc.) on designated areas or employee work area.
* Conducts regular cleaning of IT equipment (Desktop, Laptop, Printer, Scanner, etc.)
* Updates antivirus software to ensure data is protected from internal and external computer virus attacks.
* Checks network cable integrity to ensure stable connections.
* Troubleshoots computer issues and concerns requested by users and recommends appropriate solutions.
* Ensures technical problem is resolved immediately and economically.
* Update company’s official website content.
* Evaluates, implements system specifications for business requirements.
* Controls solution by establishing specifications; coordinating production with programmers.
* Validates results by testing programs.
* Ensures operation by training client personnel; providing support.

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| Implementation Support Specialist  Strategic Networks Inc. – Metrobank  June 2014 – November 2015 |

Responsibilities:

* Test Metrobank New Internet banking system
* Create system/user manuals
* Provide technical support for users over the phone or on site

Achievements:

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| Information Systems Specialist/Systems Analyst  Robinsons Retail Holdings Inc.  November 2012 – May 2014 |

Responsibilities:

* Designed, implement and tested new system’s features.
* Provided technical support and planning base for crucial projects.
* Participate in the implementation of new projects such as project schedules, research, evaluation, documentations, test plans, and system requirements.
* Monitored systems for optimum work flow.
* Reported failures in a time manner.
* Reviewing functional specifications and developing technical specifications for development teams.
* Participating in meetings to discuss analysis efforts, software solutions, and departmental process.
* Communicating with internal clients to clarify and gain greater understanding of project requirements.

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| Achievements |

**ills & Competencies Skills & Competencies**

**IT Projects implemented:**

* Marcventures Enterprise Resource Planning System (MERP)
* Daily Time Record (Extraction, Loading and Transformation) automation.
* Robinsons Supermarket Supplier Portal and Analytics Phase 2 Project (Bulletin Broadcast, Event Circular modules

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| Skills & Competencies |

* Computer literate (MS Office Software Applications, Adobe Photoshop / CS3).
* Database Management (MySQL Server)
* Multimedia related activities such as Macromedia Flash, Audio Visual Presentation making and Video editing.
* Can conceptualize and create graphic designs for promotions such as Banners, Tarpaulins, Brochures, Flyers and the likes.
* Experienced in publication and journalist duties (writing, proofreading, and printing).
* Can work under pressure and minimum supervision.

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| Educational Background |

2008 - 2012: Bachelor of Science in Information Technology

Manila Central University

2006 - 2008: Doña Teodora Alonzo High School

2004- 2006: Manila Central University

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| **Personal Information** |
| Birthday: March 16, 1992  Age: 25 years old  Nationality: Philippines  Marital Status: Single |
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