**[ARJAY.363704@2freemail.com](mailto:ARJAY.363704@2freemail.com)**

Name                       :  **ARJAY ZERRUDO REGINO**

**PERSONAL PROFILE:**

Age                :    29 years old

Height           :    5’2”

Date of Birth:    March 14, 1988

Civil Status    :    Single

Nationality    :    Filipino

**SKILLS:**

* Electrical- Able to make general repairs such as replacement of outlets, switches, fuses, fixtures, and basic wiring. Also some basic knowledge of the following

1. Repair/ replacement of interior/ exterior fixtures
2. Pulling wire, and making basic connections

* Plumbing- Skilled in plumbing maintenance and repairs, including : sinks, fixing/repairing existing pipe fixtures, soldering, installing pipes and sealing PVs pipe
* Painting- Gained experience in interior painting, including: proper surface preparation, and the correct application of paint
* Carpentry- basic repairs
* Replace/ repair exterior and interior doors
* Repair damaged sheet rock
* Tools-
* Basic hand tools
* Basic power tools

1. **WORK EXPERIENCES:**

Network Cable Installer August 2016 to March 2017 PLDT PHILCOM,

***SUMMARY*:**

Detail-oriented technically proficient Network Cable Installer with in depth knowledge and understanding of network cabling installation. Strong ability in measurement cutting and splicing cable. Extensive knowledge and background with using equipment for digging trenches for underground cabling.

**DUTIES AND RESPONSIBILITIES:**

* Completed primarily in-home network cabling installation.
* Installed necessary outlets and drilled unobtrusive holes for running lines.
* Tested and activated network cables upon installation and completed troubleshooting.
* Worked and communicated with costumers to achieve desired results.
* Installed network cabling to multiple rooms for wireless internet capabilities.
* Completed both premises and off-site installations of network cable.
* For premises installations ran cable installed network outlets and performed testing.
* Assisted customers with setting up wi-fi systems upon install.
* Tested lines after installation to ensure they were working correctly.
* Performed troubleshooting and repair of existing line problems.
* For off-site installation used heavy equipment for trench digging for underground installation.
* Ran network cable from exterior portions of building using ladders and poles.
* Followed all safety protocols and wore protective Equipment.
* Promptly reported any customer concerns to management.

Physical ability:

Dexterity, steady hand, and good eye-hand coordination

Able to work at heights up to 200 feet wearing appropriate safety harness

Able to work in confined spaces

Interpersonal/personal skills

Training and teaching of others

Excellent customer service

Accurate estimates and time line for completion of job

Quick response to customer concerns

Clearly Demonstrates and explains use of equipment to customer

1. **WORK EXPERIENCES:**

OFFICE BOY/ADMIN ASSISTANT August 2011 to June 2016 PLDT PHILCOM,CA

SUMMARY:

Helped maintained and repaired commercial buildings plumbing and electrical systems by replacing worn or defective parts, such as switches and fuses.

**DUTIES AND RESPONSIBILITIES:**

* Clean and maintain floor surface, ceilings and windows
* Clean buildings, washed windows and emptied trash cans.
* Cut grass and trimmed weeds on building property and parks.
* Clear and clean job sites of debris and other hazardous materials and ensure that they are restored to their original states
* Assist in troubleshoot maintenance problems relating to electrical, structural, plumbing and equipment repair and maintenance.
* Provide assistance in handling plumbing, security and electrical panels in a safe manner.
* Provide support to carpenters in replace and repair broken door knobs and locks and wall holes
* Perform preventative maintenance on buildings and equipment to ensure their longevity.
* Perform routine electrical repair such as changing bulbs and assisting in repairing fixtures

**EDUCATIONAL BACKGROUND:**

Certificate              : Electrical Installation and maintenance NC II

                                : Building Wiring Installation

Vocational              : Agusan del Sur School of Arts & Trade, Patin-ay, Prosperidad

                                   Agusan del Sur 2005-2007

Secondary               : Bayugan National Comprehensive High School, Bayugan

                                   Agusan del Sur 2000