**CHIRLITO**

[**CHIRLITO.365430@2freemail.com**](mailto:CHIRLITO.365430@2freemail.com)

**JOB OBJECTIVE:**

To be part of a dynamic team of professionals for a world-class institution.

**Summary of Qualifications:**

Promote optimal performance, reliability, and security across core business systems

* Results-driven professional offering a progressive, four-year career in information technology.
* Expertly manage technical support operations, diligently troubleshooting issues to identify root causes and prevent recurrence.

**KEY SKILLS AND WORK EXPERIENCED :**

Designation **: Admin Aide III (Billing Clerk)**

**IT- System Network Administrator**

Employment Date: July 2012 – June 2016

Employer:Provincial Capitol of Davao del Norte

Davao del Norte Hospital (Kapalong Zone)

Address: Tagum City, Philippines

Job Role:

* ***IT – Database System Server Administrator***
* ***Installation & Configuration of System & Printers***
* ***Maintenance and repairing of Computer Hardware/Software & Server system***
* ***Managing Users & Group accounts***
* ***Managing & Support for Windows XP/7/8/8.1/10 Operating System***
* ***Troubleshooting / Installing for LAN Infrastructure related calls***
* ***Responsible for troubleshooting Hardware & Operating System and Software***
* ***Handling all kinds of Desktop, Laptop & Server Support (remote calls)***
* ***Installing Operating System & additional Software***
* ***Handling Trouble tickets raised by the user***
* ***Billing Clerk***
* ***Clerical Works***
* ***Administrative clerk***
* ***PBAX Installation***
* ***Purchaser (Medicines / Computer Parts)***

Designation: **Waiter**

*Employment Date:* May 2010 – June 2012

Employer: Sabroso Café Bistro

Address: Tagum City, Davao del Norte, Philippines

**PROFESSIONAL QUALIFICATION:**

**Passed:** Computer Hardware servicing NC II

February 2009

**SYSTEM PROJECT EXPERIENCE:**

**Project Name: “Hospital Operation Management Information System”**

**Description:** Designed to provide & manage all information needed for every single patients and clients for developing a better transactions and services.

**Project Name: “Electronic Medicine and Accounting System”**

**Description:** Designed to provide the easiest and simplest way to manage the company in developing a better transactions and services.

**TECHINICAL PROFICIENCIES:**

Platforms Windows XP/7/8/8.1/10 Operating System; Mac OS X

Software Microsoft Office (Word, Excel, Outlook, PowerPoint) Adobe Photoshop

Languages Java, HTML, C++

**EDUCATIONAL BACKGROUND:**

**College:** Bachelor of Science in Information Technology

Aces Tagum College

Tagum City, Davao Del Norte, Philippines

March 2009

**Secondary:** Maryknoll High School of Kapalong

Maniki, Kapalong, Davao Del Norte, Philippines

March 2004

**SEMINARS AND WORKSHOPS:**

February 18, 2015 HRIS FOCAL PERSONS HANDS-ON TRAINING

Provincial Administrator’s Office

Province of Davao del Norte

September 10-12, 2014 Alay Para Sa Bayan (ALAB) Seminar

Civil Service Commission Field Office

Provincial Government of Davao del Norte

March 17, 2009 Latest Technology Building in e-Commerce Website

Aces Tagum College, Tagum City, Philippines

October 4, 2008 ICT Skills Showcase 2008 in PC Troubleshooting

Aces Tagum College, Tagum City, Philippines

January 30, 2008 Quality Consciousness, Habits & Process Seminar

Aces Tagum College, Tagum City, Philippines

I hereby certify that the above-mentioned information is true and correct with the best of my knowledge. All my credential copy shall be submitted as needed.