**JAYPEE**

**JAYPEE.372989@2freemail.com**

**SUMMARY**

* Experienced IT Manager with extensive knowledge in Information Technology and Security Solutions sales and services.
* Excellent in office administration, organization and time management.
* Vast knowledge in Office Software including Microsoft office proficient in MS Word and MS Excel, MS PowerPoint, Photoshop, Active Directory and several IT languages, including HTML, PHP, MySQL
* Knowledgeable in office equipment management including computer software and hardware installation and maintenance, computer networking configuration, printer setups, CCTV security system, Time Attendance System and Computer Servers.
* Experienced managing professional installation and maintenance team, well-organized office administrative staffs, productive IT solution and Telecom Internet Broadband Sales Team.
* Interested to fill any suitable position and willing to do extra work that will further develop personal and career growth in order to provide a proper service to the company.

**TECHNICAL SKILLS**

|  |  |  |
| --- | --- | --- |
| Skills | Skill Level | Last Used |
| MS Word, Excel, PowerPoint | Advance | 2017 |
| TCP/IP Networking (Wired and Wireless) | Advance | 2017 |
| CCTV Security System (Wired and Wireless) | Advance | 2016 |
| MS Windows OS (XP, 7, 8, 10) | Intermediate - Advance | 2016 |
| MS Windows OS (2003) | Intermediate - Advance | 2016 |
| Adobe Photoshop | Intermediate | 2017 |
| Adobe Dreamweaver | Intermediate | 2017 |
| Html, Php, MySql | Intermediate | 2017 |
| MAC OS | Intermediate | 2017 |
| Door Lock System | Intermediate | 2015 |
| Time Attendance System | Intermediate | 2015 |
| Office Administration | Intermediate | 2016 |
| Active Directory | Beginner – Intermediate | 2016 |
| PABX (Private Automatic Branch Exchange) | Beginner | 2015 |
| MS Publisher | Beginner | 2015 |

**QUALIFICATION**

* Knowledgeable in Office software including but not limited to, MS Word, MS Excel, MS PowerPoint, Adobe Photoshop, and Dreamweaver.
* Developed and implemented a data management system for office.
* Handle company’s important files, purchasing, quotation approval, payroll and stocks inventory audit, price updating, and monthly profit and loss assessment.
* Managed installation and maintenance of all office equipment including PC workstation, Printers, Scanners, Telephone system, Surveillance system, and Networking infrastructure.
* Managed all administrative duties including, Data Encoding, Marketing, Customer service, Sales productivity, Accountability, and Warranty.
* Experienced in Google Adwords setup, basic SEO management, editing Html and Php web program.
* Ability to organize, prioritize, work under work pressure and Flexible with willingness to do extra work.

**WORK EXPERIENCE**

**Freelance Virtual Assistant** January 2017 – May 2017

ARIEX INTERACTIVE INC.

2625 MIDDFIELD RD #220 Palo Alto CA 94306

Homebase: Tabuco Naga City Camarines Sur Philippines

*Responsibilities*:

* Providing various virtual assistance tasks, which include Data entry, Website Optimization for Facebook Advertising, Editing Html and Php programming codes.

**Operation Manager** June 2011 - December 2016

HDY GADGET REPUBLIC

#28 Door 1 JAM Bldg. Magsaysay Ave. Concepcion Pequena Naga City

*Responsibilities*:

* Overseeing and hands on assistance on all office administrative works including Pricing update via company POS, Stocks and Equipment’s Inventory, Warranty, Purchasing, Partners monthly Sales Record, Payroll, Data Encoding, Document filing, Front and Back office.
* Developed and maintain data management system via MS Excel, which increases admin efficiency.

* Monitor and provide hands on technical assistance to installation and maintenance team including Installation Planning and Implementation, Wired and Wireless installation of Computer Networking and CCTV Surveillance system, Biometric Time Attendance and Door lock system, Software and Hardware installation setup, Computer Servers maintenance.
* Planning monthly strategy for both Solutions and Telecom Sales Teams.
* Attending monthly alignment meeting with business partners.
* Setting and reviewing daily/monthly budgets and managing cost.

**PCOS Technical Team Supervisor** May 2010

**(May 2010 National Election)**

SMARTMATIC-TIM

Area covered: Lagonoy Coastal Area, Camarines Sur

*Responsibilities*:

* Managing 5 IT technicians assigned in 5 different barangays of Partido North Coastal Area to handle the PCOS (Precinct Count Optical Scan) voting machines.
* Monitoring and providing assistance to all Technical team.

**Online C++ Visualization with** Nov 2009 – Mar 2010

**Exam Generator**

Department of Computer Science, Ateneo de Naga University

Ateneo Avenue, Naga City

*Responsibilities*:

* College Senior Project, program state web-based visualization tool for enhancing introductory programming education with automate exam generator (Thesis author, software developer).

**Network Maintenance and** Sep 2006 – Jan 2008

**DSL Installation Technician**

BEACON COMPUTER

Penafrancia Ave. Naga City

*Responsibilities*:

* Installations and troubleshooting of ADSL modems
* Provide remote and on-site assistance to Digitel DSL CPE
* Provide assistance to Digitel Outside Plan and Transmission personnel

**Freelance Software Developer** Jan 2006 – June 2006

MARANTZ TAILORING

Barlin St., Naga City

*Responsibilities*:

* Develop Sales and Inventory System Software for Tailoring business (Team Project)

**Courier** Jun 2005 – Jan 2006

AIR21, MAIL & MORE

J. Hernandez St. Naga City

*Responsibilities*:

* Package house to house delivery
* Package inventory and sorting
* Front-desk officer

**EDUCATIONAL BACKGROUND**

Tertiary Level

**Bachelor of Science in Computer Science** March 2010

Ateneo de Naga University

Ateneo Avenue, Naga City, Camarines Sur Philippines

**TRAINING and INVOLVEMENTS**

Globe Telecom Level 1 Broadband Installer, Hdy Gadget Republic, Naga City, 2013

**CHARACTER REFERENCES**

Available upon request.