# EXPERIENCE MY JOBS

January 2009 ‐ Present

**PROFILES RH FACTORY LLC** IT IN‐CHARGE

### Reports directly to the Director. Key Resposibilities:

* Supports 150 seat facility including responsibility for the remote management and day‐to‐day operations of multiple Offices / Project Sites across the United Arab Emirates.
* Directing the work of IT Department personnel, setting priorities and coordinating their activities.
* Supervises the training of users in the basic operations in the computer and related components.
* Physical and Virtual Server Administration (Domain Controller, Mail Sever (MS Exchange), Application and Database Server (Oracle 11g)).
* IT infrastructure management and maintenance / troubleshooting (Hardware & Network).
* Performs daily monitoring and management of the backup solution (Backup Exec) across the company’s infrastructure facilities as per pre‐defined policies & procedures.
* Manages all software development applications; handles bug/ fixes, modernization programs and schedules enhancement activities.
* Serves as the Project Manager for all software development related projects; prepares and establishes budgets, priority list, risk management parameters and ensures that all deadlines and timetables are consistently met.
* Design / Preparation of custom reports extracted from the ERP’s database as and when required by the management.
* Assess infrastructure on a regular basis to ensure it continues to meet necessary demands.
* Responsible for the procurement, inventory, assembly, configurations and installation of various IT equipments and devices.
* Assigned to manage vendor and supplier relationships for the purpose of resolving problems, managing services and reviewing proposals in the most expedient ways possible.
* Provides 1st level support for the Company’s ERP system (ORION Advantage).
* Creation,Administration and Optimization of the Company’s Website and Social Media presence.
* Assists the Finance and HR Departments in Payroll Processing.

December 2004 –

December 2008

**PROFILES RH FACTORY LLC** PROGRAMMER CUM PURCHASE EXECUTIVE

* Developed various applications for the company related to Payroll, Personnel Management, Operations, Sales, Inventory,etc.. using Visual Basic 6 as frontend and MS Access / SQL Server as backend. Automated most of the manual processes in the company.
* Trained employees and produced User Manuals for every Application developed to assist them in the transition process.
* Oversee the smooth performance of data recording machines in various project sites (Attendance).
* Responsible for the Database Administration of the developed applications. As well as its Backup and Restoration.
* Prepare and float Inquiries to various suppliers based on Purchase Requisitions.
* Negotiate for price, terms and conditions, and prepare Price Comparison for review and selection of suppliers.
* Prepare Purchase Order, send to approved supplier and secure confirmation.
* Review terms and conditions in the Order Acknowledgment, Proforma Invoice, analyze Sales Contracts and submit for signature.
* Prepare reports for the status of requisitions, purchase orders and schedule of delivery.
* Conduct telephone follow ups of orders in order to expedite delivery.
* Prepare all ISO documents/procedures required for internal and external audit.

# EDUCATION MY STUDIES



June 1999 – March 2003

**SAN SEBASTIAN COLLEGE – RECOLETOS MANILA**

## Bachelor of Science in Computer Science

 **TECHNICAL SKILLS**

* **Programming Languages** Basic, Visual Basic, VB .Net, VB for Applications, C, C++, C#

## **Databases** Microsoft Access, SQL Server, Oracle 11g, FIlemaker

* **Reporting Tools** SAP Crystal Reports
* **Web Development Tools** HTML,CSS,Javascript, Python
* **Other Applications** VMware ESXI Virtualization (6.0 and 6.5), MS Office / Office 365,

## AutoDesk AutoCAD, Adobe Flash, Adobe Dreamweaver, Adobe Photoshop

* **Operating Systems** Microsoft, Mac OS, Linux

# PERSONAL INFORMATION

## Date fo Birth November 29, 1982

* Sex Male
* Nationality Filipino
* Marital Status Married
* Language Spoken Tagalog, English
* Driving License Valid U.A.E Light Motor Vehicle License
* Visa Status Visit Visa