**Gulfjobseeker.com CV No:** **449778**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

Objective:

To attain an entry-level work which offers personal enhancement, motivation and

morale that will integrate my capabilities, knowledge and technical skills for the

growth of the company.

**EDUCATION and CREDENTIALS**

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

GORDON COLLEGE

2001 – 2005

Consistent Dean’s List

Academic Scholar (City Scholar)

**TECHNICAL PROFICIENCIES**

APPLICATION Microsoft Excel, Microsoft Word, Microsoft Access, Microsoft PowerPoint

COMPUTER - Networking, Software and Hardware Set-up and Troubleshooting

TYPING 40 wpm +

OTHERS Visual Basic 6.0 & VBA (Visual Basic for Application) for program making, Photoshop and AutoCAD

**PROFESSIONAL EXPERIENCE**

**HITACHI TERMINALS MECHATRONICS PHILIPPINES CORPORATION**

July 2006 - May 2008

Subic Bay Metropolitan Authority (SBMA), Philippines

**PLANNING STAFF** *(under general planning section)*

* Attends meeting to discuss current production issues.
* Calculate and make monthly customer parts requirement and its material requirement considering parts inventory using excel.
* Compute production load capacity per machine. Necessary to check if the production has the capacity to produce all customer orders.
* Calculate and update sales and production target amount.
* Update daily graph of sales and production.
* Controls production schedules.
* Provides monthly end report such as variance analysis for unshipped customer orders and monthly sales and production output and other reports.
* Monitors incoming customer orders to determine if it is late or early order.
* Ensures communication to all customers for parts delivery confirmation.
* Update the system for every transaction.

**OFFICE STAFF**

* Assigned to monitor the operation of specific area on the department.
* Check and encode daily operation time sheet on the excel file.
* Provide monthly report and presentation to my supervisor.
* Update the daily graph of machine utilization and man power efficiency monitoring.
* Keep important documents.
* Provide assistance on the office

**WISTRON INFOCOM**

June 2005 - May 2006

Subic Bay Metropolitan Authority (SBMA), Philippines

**INFORMATION TECHNOLOGY STAFF**

* Maintained operations of all technology system within the company. Developed software to increase system and process efficiency.
* Performed hardware and software installations and provided high-level training, and technical support.
* Evaluate the organization's technology use and needs and recommend improvements, such as hardware and software upgrades.
* Monitor system performance and provide security measures, troubleshooting and maintenance as needed.
* Assembled and installed a wide array of computer systems, workstations, and peripheral hardware.

On-the-job Training

**DIG8TAL BEAN INTERNET CAFE**

November 2004 to February 2005

**INTERNET CAFE STAFF**

* Provides assistance to all customers
* Do programming jobs
* Photo and documents editing
* Networking and Computer Troubleshooting
* Other computer related works and tasks as assigned

**PERSONAL INFORMATION**

Age: 24 years old

Date of Birth: 30th of September, 1984

Place of Birth: Olongapo City, Zambales Philippines

Nationality: Filipino

Status: Single