

**Richard**

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Willing to work in a dynamic, challenging and growth oriented company that allows me to utilize my knowledge and experience to contribute for the growth of organization. Skills/qualification includes.

* Time management skills
* Ability to work with minimal supervision
* Advance MS office skills
* Administrative writing skills
* Confidentiality
* Handle sales and Financing
* Typing skills

**Education**

**Computer Hardware Servicing NCII**

FL. Vargas College, Philippines

March 2010 (Graduated)

**Professional Experience**

**Willy and Sons Corporation Tuguegarao**

**Branch Development Officer (BDO)/Manager 2016 - 2017 May**

**Philippines**

Responsibility:

* Direct all operational aspects including distribution operations, customer service, human resources, administration and sales
* Meet goals and metrics.
* Manage budget and allocate funds appropriately.
* Bring out the best of branch’s personnel by providing training, coaching, development and motivation.
* Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs.
* Address customer and employee satisfaction issues promptly.
* Adhere to high ethical standards, and comply with all regulations/applicable laws.
* Network to improve the presence and reputation of the branch and company.
* Stay abreast of competing markets and provide reports on market movement and penetration.

**Willy and Sons Corporation Tuguegarao**

**Computer Specialist / Technical Support 2010 - 2016 March**

**Philippines**

Responsibility:

* Provide technical support, advice, and assistance to consumers and businesses with technical, hardware, and software system problems.
* Specialists generally deal directly with end users and must effectively communicate answers in a way they can understand.
* Modify, install, clean, and repair computer software and hardware.
* Test and evaluate existing network systems.
* Perform regular maintenance to ensure that networks operate correctly
* Troubleshoot local area networks (LANs), wide area networks (WANs), and Internet systems.
* Provide assistance to the organization’s computer users through phone, email, or in-person visits.
* Train users to work with new computer hardware or software, such as printers, word-processing software, and email

**Technical Skills**

* Microsoft Office
* Internet accessing
* Computer Hardware/Software Troubleshoots
* Install Computer System & Networks

**Eligibility**

**NATIONAL TECHNICAL CERTIFICATE -**Computer Hardware Servicing

**Personal Data**

Birth date: March, 1991

Language: English, Tagalog

Visa Status: Visit Visa-

Age: 27