





# RAYMOND RAMIRO

## OBJECTIVES

To secure a position where I can efficiently contribute my skills and abilities for the growth of the organization and build my professional career.

## CONTACT

 13 Ramos Compound, Philand Extension, Brgy, Pasong Tamo, Quezon City

 0969-322-2275

 raymond.ramiro@yahoo.com

## SKILLS

- Written and Oral Communication
- Teaching
- Computer hardware & software knowledge
- Computer Programming
- Configuration & Troubleshooting
- Internet Application
- Clerical works
- PC Upgrade
- CCTV Installation
- Photoshop

## WORK EXPERIENCE

### IT and Purchasing Assistant

J.O.E. Construction Supplies Trading  
29 Varsity Lane, Philand Vill., Pasong Tamo, Quezon City  
Contacts: 270004521 | 09171695876  
April 2023 – Present

- Installing Software and Hardware Needed by the Office
- Resolving all IT related issues encountered by co-worker
- Install and Configure CCTV in different satellite branch
- Cabling and Setup Network Infrastructure
- Supporting IT Related issues in operations.
- Canvass items/materials in the received Purchase Requisition Forms.
- Research potential vendors.
- Prepare Canvass sheets for approval of Purchasing Supervisor.
- Negotiate contract terms of agreement and pricing.

### IT Senior Specialist

ABE International Business College  
Neopolitan Business Park, Greater Lagro, Quezon City  
Contacts: 09776736603 | 09272331488  
Oct 2019 – April 2023

- Regularly evaluating our IT system & maintaining Computer Laboratories to ensure we are meeting necessary demands.
- Installing new software & hardware needed by the campus.
- Ensuring data storage is safe & secure.
- Resolving all issues co-workers encountered with their IT system and software.
- Internet Application, cabling etc.
- Supporting the day-to-day operations of our computer network

### Assistant Instructor 1

ABE International Business College  
Neopolitan Business Park, Greater Lagro, Quezon City  
Contacts: 09776736603 | 09272331488  
Nov 2018 – June 2019

## REFERENCE

### **Melanie Afbale**

Former - School Director  
ABE International Business  
College  
0916-223-6832

### **Dexter Fallena**

HR Asssistant  
J.O.E. Construction Supplies  
Trading  
0949-894-3824

### **Shirley Miranda**

Site Payment Specialist II  
PPD Pharmaceutical  
Development  
Philippines Corp.  
0977-720-3240

- o Maintain and prepare update of all records to ensure excellent academic performance.
- o Monitor and ensure compliance to all retention policies of schools and develop strategies to enhance 100% student attendance.
- o Prepare complete syllabus for students and ensure appropriate listing of all course objectives.
- o Teaches Programing languages such as Java, c++, vb.net
- o Teaches Visual Graphics (Photoshop) and Database (MySQL)

### **IT Support cum Admin Assistant**

EAB Bills Payment and Ticketing Center, Inc.  
Old Capitol Site, Diliman, Quezon City  
Contact: 0922-8066602  
March 2017 – May 2019

### **Cashier Inventory Officer**

Customer Frontline Solution, Inc.  
Business Solutions Center, MERALCO Complex, Ortigas  
Avenue, Pasig City  
Contact: 8632-8062  
February 2016 – February 2017

## TRAINING

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### **Department of Agrarian – Encoder (On the Job Training)**

Elliptical Road, Diliman, Quezon City  
November 2014 – March 2015

## EDUCATION

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### **Asian Institute of Computer Studies**

Graduated with a bachelor's degree in  
Computer Science  
2011 – 2015

### **Pasay City West High School**

Secondary Education  
2006 – 2010

## OTHER INFO

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Birthday:	March 21, 1994
Age:	32
Civil status:	Married
Child:	1
Nationality:	Filipino