



From United Arab
Emirates

MARK FREDERICK TAN

IT ASSISTANT / TECHNICAL SUPPORT

CONTACTS



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Dunes Village, Dubai Investment
Park 2, Jebel Ali, Dubai, United
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ABOUT ME



A recent IT graduate. Strong grasp of IT principles, hands-on with Microsoft 365, Networking, and basic Programming. Proactive team player, works efficiently under tight deadlines with minimal supervision. Responsible and eager to learn, making a valuable asset to any team.

SKILLS



Interpersonal Skills

Highly Organized

Computer Literacy

Network Configuration

Troubleshooting

Programming

WORK EXPERIENCE



APR 2023

JUL 2023

ON THE JOB TRAINING, IT ASSISTANT / SUPPORT

LPU | Cavite

- Manage school documents using Word, Excel, and PowerPoint.
- Design basic banners, logos, posters, and video presentations.
- Assist staff and professors with recording quizzes and exams.
- Verify the integrity of student credentials.
- Validate accuracy of staff/student records.
- Handle document organization, sorting, copying, printing, binding, shredding, and stamping.
- Provide monthly summary reports.

EDUCATION



2023

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)

Lyceum of the Philippines University - Cavite | General Trias

TRAININGS



SEP 2024

FEB 2025

ADVANCED COMPUTER LITERACY

Power Technical Training Center Dubai, UAE

JUN 2024

AUG 2024

IT NETWORKING

Power Technical Training Center, Dubai, UAE