



Jeremy Padullon

IT Assistant / IT Administrator
/ Data Encoder / Clerk

Visa Status: Visit Visa

CONTACT

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✉ emidalimit@gmail.com

📍 Al Dashti Building, Karama
Bur Dubai, Dubai, UAE

EDUCATION

**Bachelor of Science in
Information Technology**

Eastern Samar State University

Guiuan, Philippines

2019 - 2023

Graduated

EXPERTIS / SKILLS

Proficiency in operating systems and office software (Database, MS Excel, Word, Powerpoint)

Install, configure, and maintain computer systems, servers, and peripherals.

Familiarity with networking concepts, including LAN/WAN, TCP/IP, and DNS

PROFILE SUMMARY

Solid knowledge in information system and communication network maintenance, installation, troubleshooting, administrative support, and user management

A highly motivated and hardworking person with an open mind, who can assume responsibility and can handle the independence and challenge of a position in an industry.

Skilled in written and oral communication; able to relate to people with any level of business and management.

Ability to work collaboratively in a team environment and independently when required.

WORK EXPERIENCE

Mar 2023 - Jan 2024

ESS Documentor

Department of Agrarian Reform | Philippines

Job Description:

- Answering calls and inquiries regarding land or properties.
- Setting up meeting with the land owners and giving information about their properties.
- Maintain filing system for all documents.
- Photocopying, scanning, and binding of various documents.
- Preparing and submitting reports, letters, and other documents.
- Scheduling and conducting property inspection.

TRAINING ATTENDED AND CERTIFICATES

- ESS Documentation and KoBoTool Workshop - Depart of Agrarian Reform - 2023
- Cyber Security Workshop - Worldtech Information Solutions Inc. - 2022
- Computer System Servicing Certificate Outstanding Performance - DepEd - 2019