



LEONARDO D. TORRE JR.

IT SUPPORT/OFFICE ASSISTANT/WAREHOUSE WORKER

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📍 Burjuman, Dubai, UAE

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OBJECTIVE

To apply my combined expertise in warehouse operations and IT support, ensuring efficient inventory management and seamless technical operations. Seeking to leverage my skills in troubleshooting, system maintenance, and user support to enhance productivity and streamline processes.

SKILLS

Communication
Meticulous
Adaptability
Teamwork
Documentation
Security awareness
Compliance

TECHNICAL SKILLS

Microsoft Office
Photoshop
AutoCAD
Computer/Network Repair

EDUCATION

Bachelor of Science in
Information Technology
Isabela State University
Echague, Isabela, Philippines
2011 – 2017

PERSONAL INFORMATION

Visa Status Visit Visa
Language Filipino, English
and Basic Arabic

CHARACTER REFERENCES

SHUBERT SAPPARI
Branch Supervisor
SAMCO Farm Superstore
CP/WhatsApp: 053-493-9787

WORK EXPERIENCE

WAREHOUSE WORKER (I. T. SUPPORT)

Saudi Marketing Company Ltd. (FARM superstore)
Kingdom of Saudi Arabia
02/2022 – 02/2024

- Receiving and processing incoming stock and materials to provide 100% availability of the items.
- Sustain accurate inventory records through documentation and software systems.
- Taking care of technical issues and Installing, configuring and protect computer hardware, software and peripherals
- Compiling, sorting, scanning and managing store files
- Encoding and Documenting all Miscellaneous Report
- Making Purchase Order for the stock that has been needed in the store.

IT TECHNICAL

CommonWealth Rural Bank, Inc.
Cauayan City, Isabela, Philippines
04/2019 – 01/2022

- Produce technical support for banking hardware and software application, including core banking systems, computer, printers, routers, Firewall (Fortinet), anti-virus (Sophos) and biometrics.
- Controlling user accounts and permissions for banking systems and applications
- Working together with other IT teams and vendors to implement new technologies and upgrades
- Grant training and support to bank staff on the use of IT systems and security best practices
- Fixed technical issues either over the phone, via email or in person
- Documenting support processes, procedures and resolutions for future references

WAREHOUSE WORKER (IT OFFICER)

KAV Beverage Distributor (Coca-Cola Distributor)
Magsaysay, Alicia, Isabela, Phil.
03/2018 – 04/2019

- Receive, unload, and store incoming inventory items.
- Secure accuracy in inventory counts and maintain organized storage areas.
- Give technical support for systems, including hardware, software, and network infrastructure.