






JOSHUA CARLO R. MANINGAS

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OBJECTIVES

- ☐ To impart my knowledge that learned from my previous job roles and experience;
- ☐ To contribute my skills and knowledge in companies success; and
- ☐ To learn new skills that can be useful in achieving company's goal.

WORK BACKGROUND

- ☐ Computer Technician
- ☐ Driver
- ☐ LPG Technician/Dealer
- ☐ Bagger
- ☐ Merchandiser
- ☐ Sales Associate/Customer Service

CORE STRENGTH

- ☐ Excellent skill in computer hardware repair and maintenance;
- ☐ Knowledgeable in troubleshooting internet connection problems;
- ☐ Prioritize tasks, meet deadlines, and manage multiple projects simultaneously, showcasing your organizational and time management skills.
- ☐ Team player who can work well with various personalities;
- ☐ Excellent English communication skills both written and oral;
- ☐ Extensive knowledge of Internet and computer software such as MS Skills: Word, Office, PowerPoint and Excel;
- ☐ Responsible, goal-oriented and always have a positive attitude towards work; and

- Have good analytical skills, dedicated, and diligent employee.

ACADEMIC QUALIFICATIONS

BACHELOR'S DEGREE:

**Course: Information Technology National Certificate II
Major in Computer Hardware Servicing
Community Colleges of the Philippines Foundation
CIC Bldg. Del Pilar Street, Cabanatuan City
S.Y. 2014-2016**

TRAININGS AND SEMINAR ATTENDED:

**Computer Hardware Technician Servicing Training
TelePerformace Philippines
Sucat, Paranaque City, Metro Manila
S.Y. 2016**

PERSONAL DETAILS

Date of Birth	:	June 21, 1995
Age	:	27 years old
Gender	:	Male
Marital Status	:	Single
Place of Birth	:	Cabanatuan City
Mother	:	Carmela E. Ramos
Contact Number	:	+97450421732
Father	:	Ponciano V. Maningas
Contact Number	:	09261027049
Religion	:	Iglesia Ni Cristo
Height	:	5'9"
Weight	:	82 kg
Nationality	:	Filipino
Languages Known	:	English and Filipino

CHARACTER REFERENCE

Mr. Jessie Lopez

Barangay Chairman
Magsaysay Norte, Cabanatuan City
09778509386

Mr. Emerson Liwag

General Manager
Blue Kindle 168 Enterprise Incorporated
09175956202

Mr. Eric Sumang

Sales Manager
Blue Kindle 168 Enterprise Incorporated
09264317442

WORK EXPERIENCE

Position : Liquefied Petroleum Gas (LPG) Technician/Refiller/Sales Agent/Dealer
Company : **Blue Kindle 168 Enterprise Incorporated**
Cabanatuan City, Nueva Ecija
Date : **September 8 2020 – March 17, 2023**

LPG TECHNICIAN DUTIES:

- Skilled in LPG refilling, repair, pipe maintenance and installation;
- Promoting LPG products to the customers by explaining and demonstrating the products thoroughly;
- Answering the questions of customers regarding the product in an informative and courteous manner;
- Ensuring to be knowledgeable to the features and specification of LPG products;
- Displaying products in noticeable area for the customers to easily find; and
- Conducting daily inventories of products.

Position : **Bagger/Merchandizer**
Company : **SM Supermarket Super Value Incorporated**
Cabanatuan City, Nueva Ecija
Date : **May 1, 2016 – June 20, 2017**

BAGGER/MERCHANDIZER DUTIES:

- Serve the customers with a smile and diligence;
- Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
- Assisting customers with questions, needs and purchases;
- Attending weekly sales meetings and assisting in physical inventory counts;
- Completing each transaction in a quick and efficient manner; and
- Cleaning shelves, counters, and tables. Preparing merchandise for display ensuring that all products is align with visual merchandising standards.

Position : **Bagger/Merchandizer**
Company : **Puregold NE Circumferential**
Circumferential road, Cabanatuan City, Nueva Ecija
Date : **November 11, 2015– April 11, 2016**

BAGGER/MERCHANDIZER DUTIES:

- Serve the customers with a smile and diligence;

- Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
- Assisting customers with questions, needs and purchases;
- Attending weekly sales meetings and assisting in physical inventory counts;
- Completing each transaction in a quick and efficient manner; and
- Cleaning shelves, counters, and tables. Preparing merchandise for display ensuring that all products is align with visual merchandising standards.

Position	: Computer Technician
Company	: Computer Technician and Computer Sale Assemble and Assembly Piso Net
	Cabanatuan City, Nueva Ecija
Date	: July 10, 2015 – October 30, 2016

COMPUTER TECHNICIAN DUTIES:

- Hardware Installation and Configuration: Assemble, install, and configure computer hardware components such as motherboards, processors, memory modules, hard drives, graphics cards, and peripherals like printers, scanners, and external storage devices.
- Troubleshooting and Diagnostics;
- Repair and Maintenance;
- Hardware Upgrades and Enhancements;
- Hardware Testing and Benchmarking;
- Maintain an inventory of computer hardware and peripherals, including tracking stock levels, ordering replacement parts, and ensuring proper documentation of equipment received and issued;
- Maintain accurate records of hardware installations, repairs, and maintenance activities; and
- Provide technical assistance and guidance to users regarding hardware-related issues, including troubleshooting common problems, configuring peripherals, and educating users on proper hardware usage and maintenance practices.

Position	: Computer Technician
Company	: Techcare Computer Center Solution
	Cabanatuan City, Nueva Ecija
Date	: March 10, 2015 – June 1, 2015

COMPUTER TECHNICIAN DUTIES:

- Installation and configuration of computer hardware components
- Diagnosing hardware problems, troubleshooting issues, and determining the necessary repairs or replacements.

- Perform upgrades to improve computer performance by adding more RAM, upgrading graphics cards, or replacing traditional hard drives with faster solid-state drives (SSDs).
- Keep track of computer hardware inventory, ensuring that stock levels are maintained and replacement parts are readily available when required.
- Regular maintenance tasks such as cleaning and dusting computer hardware components will be performed by you to prevent issues and ensure optimal functioning.

I hereby certify that all information above are true and correct to the best of my knowledge.

JOSHUA CARLO R MANINGAS

Applicant