



## ***LLOYD G. JABILLES***

Villa 83 Street 903, Zone 34, Doha, Qatar

Mobile no. (974) 33619616

Email: lloydmitchelguezon@gmail.com

To acquire and maintain a very challenging responsibility in Office Administration and Technical/ Document Support Management. Secure competitive opportunities that will utilize my career achievements and competencies such as concern for Quality, Creativity and Initiative, Interpersonal understanding, Organizational commitment, Teamwork, and Information seeking.

### **CAREER QUALIFICATIONS**

Fourteen years of work experience in the field of Technical Administration, Document Support Management, and IT Tech Support with customer support thus able to develop the following:

### **PROFESSIONAL EXPERIENCE**

#### **Admin Coordinator/ Sales Consultant**

#### **New Cravens Accessory Trading**

**February 2022 – Present**

- Pays vendors, maintains facilities and office supply budget, and oversees other expenses necessary to the day-to-day administrative operations.
- Prepares responses to correspondence containing routine inquiries
- Answers phones and directs all incoming calls to the appropriate party promptly and efficiently
- Communicates and handle incoming and outgoing electronic communications on behalf of the Systems Technical Team
- Assists the Operation Manager with the preparation of presentation materials
- Review and prepare an executive summary of miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Keep track of all of the documents and spreadsheets that the executive prepares
- brings client, products or resources together for a specific purpose.

## **IT/Document Controller/Admin**

### **Tri Global Trading**

**February 2021 – 2022**

- Reports direct to the Managing Director
- Check and monitor incoming jobs
- Send and respond to job orders for the customer service department
- Provide daily reports
- Keep track of all of the incoming and outgoing documents
- Monitors production area (carpentry, acrylic, painting & metal areas)
- Prepares responses to correspondence containing routine inquiries
- Check and respond to correspondences from SAP
- Coordinating all team members to keep workflow on track
- Managing priorities based on the deliverables and schedule
- Follow up with the team responses
- Keeping and maintaining project files
- Monitoring project tracking systems
- Receives and submit IR's for the Contractor

## **IT/Sales & Marketing/Admin**

### **Dunes Advertising & Publishing**

**February 2012 - February 2021**

- Reports to the Production Manager
- Check incoming correspondences
- Send and respond to correspondences for government entities using Tempo Box
- Prepares, files, and retrieves reports, memos, meeting minutes, letters, presentations, charts and other documents using word processing, spreadsheet, database, or presentation
- Reads and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Prepares responses to correspondence containing routine inquiries
- Reads and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Check emails from ACONEX
- Prepares, files, and retrieves reports, memos, meeting minutes, letters, presentations, charts, and other documents using word processing, spreadsheet, database, or presentation software
- Manages to incorporate technical stakeholder comments in the Final Rail Route Approval Process
- Prepares, files, and retrieves reports, memos, meeting minutes, letters, presentations, charts, and other documents using word processing, spreadsheet, database, or presentation software
- Maintains Manager's schedules
- Opens, sorts, and distributes incoming correspondence, including faxes and emails
- Reads and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution

**IT Support (2<sup>nd</sup> LEVEL) /Document Controller  
Sinohydro Gamuda WCT Joint-Venture (SGWJV)  
New Doha International Airport – Project (NDIA)  
February 2009- December 2012**

**No. of computers to support: 220**

***Duties and Responsibilities***

- Verify IT requisition & purchase orders for suitability of purchase.
- Document Controller, Lotus Domino Data Management System (DMS)
- Configure and Set Up Multiple Computers (Ghosting or Image Deployment)
- Troubleshooting Cisco IP Phone and Business Telephone System (PBAX)
- Pulling Biometric Attendance Data.
- Maintain an inventory of IT assets and their associated users.
- Coordinate with supplier's technical support on PC and Printers issues.
- Installation of PC/Laptop Smartphones hardware and software
- Troubleshooting of hardware and software issues helpdesk support.
- Management of tape backup operation.
- Network hardware set-up and maintenance.
  - Printers                      Plotter                      PCs and Laptops
  - LAN cables                  Electronic System                  Scanners
- Assist in Maintaining the HP ProLiant Server
- Assist in System Administration and troubleshooting of Windows 2003 servers.
- Assist System Administration and troubleshooting of Lotus Domino.
- Assist System Administration of Symantec Antivirus, Symantec Anti-spam mails, and Symantec Web Security
- Coordinate with supplier's technical support on Network and Server issues.
- Assist LAN Administration.

**SKILLS**

- Electronic Documentation Management System (EDMS)
- Handling FEED and EPC projects documentation
- Final Documentation Handover
- Communication
- Social Media design and content creator

**EDUCATION**

FIQ (Filipino Institute Qatar) – Al Mansoura, Doha Qatar  
Business Management Professional Diploma ■ 2021 – 2022

ACLIC (AMA Computer Learning Center) – Mandaue City, Cebu Philippines  
Bachelor of Science in Computer Science ■ 1997 – 2001

PCGS (Philippine Christian Gospel School) – Junquera Street, Cebu City  
Secondary ■ Graduated 1993 – 1997

CSC (Cebu State College) – Osmena Blvd, Cebu City, Philippines  
Elementary ■ Graduated 1987 – 1993

## **CERTIFICATE OF RECOGNITION/ COMPLETION**

- Certified in Digital Marketing
- Certified in Project Management
- Certified in Business Management
- Document Control Management
- Certified Arab Games Volunteer 2011 –Doha Qatar.
- Certified AFC Volunteer Asian Cup 2011 –Doha, Qatar.
- Certified Internet Professional Program Internet Essentials & Basic
- Web Development - Informatics International School, SM Cebu City.
- CorelDraw - AMA Computer Learning Center, Inc.
- Basic Life Support/First Aid Training- Mactan Airbase, Lapu-Lapu City.
- Mass Casualty Incident (MCI) Training – DOH, CHD-Central Visayas, Cebu City.
- Bio-Terrorism & Disaster Management Course- Mactan Airbase, Lapu-Lapu City.

## **PERSONAL QUALITIES AND ABILITIES**

- Have working Knowledge of the MS packages i.e., Windows – 98, 2000 & Win 11, Ubuntu Linux, Mac iOS, SAP, ERP, DMS, SCADA SYSTEM, AutoCAD, and Web Designing
- Possess Internet Skills, Photography and Videography
- Adopt quickly to new challenges and great problem-solving ability
- Self-motivated and proactive with high energy, initiative, and focus.
- Able to work under pressure, passionate for continuous growth and learning
- Production, Planning & Control, well discipline and consistent.
- Basic knowledge of electronics & semiconductors
- Driver's license (International, Qatar, and Philippines)

Visa status:	Working Visa
Address:	P.O Box 12894 Doha, Qatar
Passport No:	P8402823B
Place of Issue:	Cebu City, Phils.
Civil Status:	Single
Date of Birth:	October 18, 1980
Nationality:	Filipino
Sex:	Male
Weight:	190 lbs.
Height:	5'6"
Religion:	Church of Christ
Language spoken:	English & Tagalog

I hereby certify that the facts contained in this resume are true and complete to the best of my knowledge.

Lloyd Guanzon Jabilles

Applicant