



JUNEL GUIRIBA

OBJECTIVES

Detail-oriented IT graduate with hands-on experience in WordPress CMS, including theme customization, plugin management, and content optimization. Seeking a role where I can apply my knowledge of WordPress to build, maintain, and optimize content-driven websites, ensuring seamless user experience and responsive design.

CONTACT

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Jobzyra.com

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PERSONAL INFORMATION

Birthday: 23 January 1997
Nationality: Filipino
Marital Status: Married
Gender: Male

NATIONAL CERTIFICATES (TESDA)

NCII - Telecom OSP Installation
(Fiber Optic Cable)

NCII – Computer System Servicing

NCIII – Bookkeeping

EDUCATION

AMA Computer Learning Center College (ACLC)
Associate in Information Technology/Bookkeeping
Sta. Cruz Laguna, Philippines

2014 - 2016

A program that provided a solid foundation in IT systems and database management, along with practical knowledge in bookkeeping and financial record-keeping. Gained skills in troubleshooting, managing IT infrastructure, and handling basic bookkeeping tasks such as payroll and financial data entry, equipping me to support efficient business operations through technology.

COMSOFIL International (Non-Profit Organization)
Riyadh, Saudi Arabia

Short Courses and Certifications

- **Fiber Optic**
Jan 04, 2019 to Mar 08, 2019
- **Electronics**
Mar 22, 2019 to May 24, 2019
- **Networking Fundamentals**
Sep 04, 2020 to Dec 04, 2020
- **Closed Circuit Television (CCTV)**
Mar 19, 2021 to June 11, 2021
- **Internet of things (IoT)**
Sep 16, 2021 to Dec 17, 2021

WORK EXPERIENCE

Al Nakhla Investment Company - Senior CCTV Supervisor

20 April 2024 – Present

- Oversee Security Control Room operations, managing CCTV monitoring across all locations, and leading CCTV operators to maintain system performance and security protocols.
- Supervise installation, maintenance, and troubleshooting of CCTV systems.
- Coordinate real-time responses during critical and emergency situations, dispatching security or communicating with external agencies as needed.

ADDITIONAL
CERTIFICATES (LINKEDIN
LEARNING)

Career Essentials in Generative AI by
Microsoft and LinkedIn

Public Speaking Skills Professional
Certificate by Toastmasters
International

- Train new staff to ensure adherence to security procedures and operational efficiency.
- Manage **Sky Bayan Human Resource Management System** for HR operations and **Yarn Cloud** for property and facility management.

Saudi Telecom Company - Building Management System Supervisor

June 18, 2018 – 20 April 2024

- Supervised and controlled the operation of the Building Management System (BMS) and monitored all plant activities for the headquarters building services.
- Led a team of BMS operators and technicians, ensuring effective monitoring and maintenance of BMS systems.
- Scheduled equipment to automatically turn on and off at preset times, optimizing energy usage and reducing operational costs.
- Monitored and controlled connected equipment across the building to ensure smooth and efficient operations.
- Managed and handled BMS systems including Siemens Desigo CC, Alerton, Cylon, Trend, and Exemys, ensuring seamless integration and system reliability.
- Utilized **ERP** and **EAM** systems to create, close, and manage work orders, track maintenance activities, and generate detailed reports to improve efficiency and performance.
- Received and responded to maintenance complaints from STC branches and outlets across the Kingdom, ensuring timely resolution and minimizing disruptions to services.

VOLUNTEER EXPERIENCE

COMSOFIL International (Non-Profit Organization)

Riyadh Saudi Arabia

- **2023 – VP Membership & Website Administrator**
 - Led membership operations, ensuring smooth onboarding and engagement of new and existing members.
 - Managed and maintained the organization's website, ensuring it was user-friendly and up-to-date.
- **2022 – AVP Membership**
 - Assisted with membership management and supported the onboarding of new members while promoting program benefits.
- **2019 – 2021 – Technical Support Staff**
 - Provided technical support for students in the classroom, troubleshooting equipment and software to ensure smooth learning experiences.

SKILLS

