



JUNEL B. GUIRIBA

CONTACT

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OBJECTIVES

To enhance my educational and professional skills in a stable and dynamic work place

PERSONAL INFORMATION

Birth Date: January 23, 1997
Civil Status: Single
Nationality: Filipino
Gender: Male
Height: 5'5

CERTIFICATES

NCIV – Bookkeeping
NCII – Fiber Optic
NCII – Computer Hardware and Servicing

EDUCATION

(ACLC) AMA Computer Learning Center
Associate in Information Technology – Bookkeeping
Sta Cruz Laguna, Philippines
2014 to 2016

(COMSOFIL) Computer Society of Filipinos Int'l., Inc.
Elite International School, Riyadh, KSA

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

WORK EXPERIENCE

(RSCM) Remal Assawahel Contracting and Maintenance Co. Ltd. (2018 - Present) – BMS Operator & Building Control Supervisor

- Supervise and control the operation of the building management system and monitor all plant activities of the headquarters building services.
- Scheduled the equipment to on and off automatically by preset time.
- Monitoring and controlling connected equipment in the building.
- Handled System Siemens Desigo CC, Alerton, Cylon, Trend and Exemys

COMSOFIL International School – Technical Support Staff (2019 – 2021)

- Installing and configuring software and network
- Troubleshooting Computer hardware issues

SKILLS

Computer software and hardware knowledge
Basic knowledge in Adobe Photoshop and illustrator
Basic knowledge in MS Office