

# BRIT MICHAEL SLASH H. AMORA

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## SUMMARY

Results-oriented Information Technology Executive with a proven track record of optimizing project outcomes. Skilled in strategic IT project management and team leadership. Possesses strong expertise in both hardware and software. Seeking a challenging executive role to leverage technical acumen and drive IT excellence

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## PROFESSIONAL WORK EXPERIENCE

### MCDONALDS SERVICE CREW

Feb 2024 - May 2024

- Responsible for basic computer task
- Front Line Service Crew

### ENDEAVOUR ACCOUNTING & BOOKKEEPING SERVICES

June 2024 - June 2025

#### IT SPECIALIST

- Manage and maintain social media accounts
- Perform basic bookkeeping tasks including itemization and invoice updates
- Design and develop responsive websites for clients
- Monitor business emails and coordinate communications

### CLIENT PORTFOLIO UNDER ENDEAVOUR ACCOUNTING & BOOKKEEPING SERVICES

#### ML DIGITAL AGENCY FZCO

- Prepared and uploaded invoices for suppliers and business expenses
- Initiated bank transfers via ADCB and WISE
- Monitored and responded to group chats for urgent tasks
- Managed file uploads to shared drives (invoices, receipts)
- Updated bank statements and uploaded financial data to QuickBooks
- Extracted Stripe income reports
- Drafted and submitted bank-related queries and complaints

#### DON'T BE CHAI

- Uploaded receipts and invoices to organized records
- Processed employee salaries via DIB Bank
- Sent daily bank balance reports to the business owner
- Initiated supplier payments and transfers
- Recorded and reconciled inventory purchases
- Updated and managed bank statement logs

#### AHMED HESHAM REAL ESTATE

- Designed a one-time landing page for marketing and promotional use
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## EDUCATION

BIT International College 2022- 2024

**Bachelor of Science in Information Technology**

Highschool

**Saint Joseph Academy**

Candijay National Highschool

**Humanities & Social Sciences**

Elementary

**Candijay Central Elementary School**

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## ADDITIONAL INFORMATION

- **Technical Skills:** Front End Developer, Troubleshooting, JavaScript, Graphic Designing
- **Languages:** English, Tagalog
- **Certifications:** NCII Basic Computer Hardware and Software Certificate,

### SOFT SKILLS

- Strong attention to detail and task organization
- Adaptable and quick to learn new software and tools
- Reliable team player with the ability to work independently

### TOOLS & PLATFORMS PROFICIENCY

- **Web:** Shopify, Visual Studio Code, HTML, CSS, JavaScript
- **Design:** Adobe Photoshop, Canva, Adobe Illustrator
- **Productivity:** Google Workspace, Microsoft 365, Outlook
- **Banking Platforms:** Abu Dhabi Commercial Bank (ADBCB), WISE, WIO, Dubai Islamic Bank (DIB), Abu Dhabi Islamic Bank (ADIB), Stripe
- **Finance Tools:** QuickBooks, Excel (basic formulas & tracking)
- **Communication:** WhatsApp Web, Zoom, Gmail

### VOLUNTEER / FREELANCE PROJECTS

- Assisted a local startup with setting up their domain, email hosting, and website layout
  - Helped a small café in Bohol digitize their menu
  - Served as a videographer and graphic designer for school events and campaigns, producing, promotional materials, event teasers, and visual content that supported student engagement.
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