



JEED S. RANA

INFORMATION AND
COMMUNICATIONS TECHNOLOGY
NCII



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facebook.com/in/Jeed
Samayla Rana

SKILLS

Good Character
Adaptability
Collaboration
Time Management
Leadership

EDUCATION

GINGOOG CITY
COMPREHENSIVE
NATIONAL HIGH SCHOOL
BRGY 23, Gingoog City
2021-2022

MANUEL LUGOD
CENTRAL SCHOOL
BRGY 10, Gingoog City
2015 –2016
With Honors

RESUME OBJECTIVE

An optimistic and reliable Senior High School graduate at Gingoog City Comprehensive National High School taking the strand of Technical-Vocational Livelihood and Information and Communication Technology as an elective. I am looking forward to secure a position to your company to leverage my gained knowledge and skills as an ICT elective graduate.

EXPERIENCE

WORK IMMERSION

GINGOOG CITY COMPREHENSIVE NATIONAL HIGH SCHOOL
Computer Laboratory / April 2022 (10TH DAYS)

- Installation on computers, how can we connect it to all computers and how can we make it better and more beautiful.
- We clean every computer every day to avoid troubleshooting.
- Also cleaned the area where we were assigned to work.



Edit with WPS Office

Sir/ Ma'am

I have read your Information Technologist hiring advertisement post on your company's website. I write this letter because I am an Information and Communication Technology graduate at Gingoog City Comprehensive National High School. I am a reliable and flexible when it comes to work. I attended hands on trainings to utilize my skills and knowledge on Information and Communication Technology. I can assure you that I can be a help to the success of your company. I am interested to share with your company the values and skills that I have attained as an ICT graduate. You can contact me on my email account (ranazeed098xz@gmail.com) or mobile number ([09975743073](tel:09975743073)). I am looking forward to working with your prestigious company.

Yours truly,

Jeed S. Rana
Applicant



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