

Jan Michael Cahimat



+639762409894

janmichaelcahimat1@gmail.com

45A Carigma St. Centerville
Homes, Brgy, San Jose Antipolo
City, Philippines

www.linkedin.com/in/jan-michael-cahimat-b45315202

CAREER OBJECTIVE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

SKILLS

- Hardware: desktops, laptops, printers, scanners, peripherals
- Technical support: troubleshooting, problem-solving, issue resolution, escalation management
- Software: Windows, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Remote access tools
- Basic Python, Javascript, SQL, HTML/CSS

TOOLS

- Excel / Spreadsheet
- Google Apps
- Anydesk / Teamviewer
- MS Office 365
- Ticketing tool : Servicenow
- PyCharm and Visual Studio Code

EDUCATION

**BACHELOR OF SCIENCE IN
INFORMATION TECHNOLOGY**

ICCT Colleges Foundation Inc.

2014 - 2018

EXPERIENCE

TECHNICAL SUPPORT SPECIALIST - FULL TIME

Accent Micro Technologies Inc.
2021 - Present

- Assisting client for installation and configuration
- Hardware and Software Troubleshooting/ Installation
- Reimaging Laptop, Desktop and Terminals
- Resolving tickets
- Deployment and assets retrieval

TRADECOST ASSISTANT - CONTRACTUAL

San Miguel Foods Inc. / Acabar Marketing International Inc..
2019-2020

- Data entry and clerical works
- Assisting finance analyst in allocation/reallocation of budget and updating/checking various monitoring and reports.

ADMIN ASSISTANT / IT SUPPORT - FULL TIME

Exponent Controls and Electrical Corp.
2016-2019

- Admin and clerical works
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Provide support onsite or via phone call that related to networking, hardware or software issues.
- Perform all IT works related for the company