Rupert Kent Navo

WORK EXPERIENCE

Rig Admin
January 2022 to February 2023
Pacific Seamen Services Inc.
Units 33, 34, & 35, The Columbia Tower, Ortigas Ave, East, Mandaluyong, 1550 Metro Manila

- Room Arrangement
- Flight Manifest/Chopper Manifest
- Administrative work (including flight Booking, Email and Timesheet
- Personnel Movement (Crew Change Tracker, Arrival/Departure Log, Chopper Manifest)
- Hotel Arrangement
- Maintaining the list of the crews onboard
- HMS Report (Weather report for chopper flight)
- Provide administrative support under the direction and supervision of the Master/Rig Manager
- Other concerns regarding the documentation about the Rig (Ship)

Sales Utility Clerk
April 2019 to May 2020
Homeworld Shopping Corporation
SM City Taytay, Manila E Rd, Taytay

- Greet and talk to customers in a courteous manner
- Assist customers in locating the merchandise they need
- Prepare list of items to be re-stocked
- Assist customers in completing the purchases
- Maintain and manage storeroom neat and tidy

IT Staff
Win Fortune Travel Agency Inc
3rd Avenue Corner 26th Street Crescent Park West, Bonifacio Global City.
June 2018 to February 2019

- Monitor and maintain computer systems and networks
- Documentation and Report
- Troubleshoot system and network problems
- Maintenance and repair printers, desktop

IT Technical Support
AMTI
8F East Tower Philippine Stock Exchange Center Ortigas Pasig.
February 2017 to May 2018

- Setting up and configured of units, then input IP address and DNS servers
- Updating antivirus Symantec, Activating windows
- Changing the computer name of windows 8 and VM windows XP
- Setting up the DNS Server to join the VM Windows XP

CONTACT ME

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HARDWARE

- Troubleshooting
- Documentation & Reporting
- Administrative skills
- Maintenance & Repair
- Installation & Configuration Support
- Hardware and software Configuration

SOFTWARE

- HTML
- CSS
- Javascript

LANGUAGES

- Tagalog
- English

EDUCATION HISTORY

Bachelor of Science: Information Technology

ICCT Colleges - Cainta Rizal
2013 - 2016