



TED BALAGA NAVALTA

IT Professional / Document Controller



DETAILS

ADDRESS

B46 L39A Golden Shower
St. Violago Homes
Parkwood Hills Brgy.
Bagong Silangan Quezon
City, NCR, Philippines,
1119

PHONE

+63 945 804 9025(PHIL)
+966 573 181 908(KSA)

EMAIL

navalta_ted@rocketmail.com

LANGUAGES

Tagalog
English

TECHNICAL SKILL

IT (INSTALLATION & CONFIGURATION)

CCTV
IPPBX, PBX
Network (Router, Switches, AP)
Server (VMWare, Firewall, AD, DB)
NAS (Network attach Storage)

PROFILE

I am an experienced IT Professional with a strong background in **System Installation, Network setup, CCTV, Servers**, and **Firewall Configuration**. In addition, I have worked as a **Document Controller** in the oil & gas industry, managing technical documents, AutoCAD drawings, and ensuring compliance with project standards. I bring a combination of technical expertise and documentation accuracy to support efficient and secure operations.

TRAINING & CERTIFICATION

- **WorkShop in Excel & PowerBI**
Mar 2025 – Mar 2025
- **Root Cause Analysis**
Oct 2025 – Oct 2025
Root Cause Analysis (RCA) Training Program consisting of 4 Hours of Comprehensive
- **IOSH Managing Safety**
A course approved and validated by the Institution of Occupational Safety and Health
Nov 7, 2025
- **Ten Second Triage (TST) For Safety Officer**
Nov 29, 2025
- **Crane and Rigging Safety and Behavioral Base Safety**
Dec 5, 2025
- **Safety Welding, Cutting & Brazing**
Nov 28, 2025
- **Confined Space Entry Safety and Excavation and Trenching Safety**
Nov 21, 2025
- **Working at Height Safety and Scaffold Safety**

APPLICATION

Excel, Word
Microsoft SQL
PowerQuery
POWER BI
AutoCAD

PROGRAMMING SKILL

WEB DEB (WIX, BASIC CODING)
C#.NET
VISUAL BASIC

EDUCATION

MicroCADD Cubao

Autocad 2018-2D, 3D,
Color rendering, Plotting
January 25, 2018

Mindoro State College of Agriculture and Technology

Bachelor Of Science in Information Technology
2007-2011

Good Shepherd Academy

Secondary
1997-2001

REFERENCE

Mr. Kim Byungha
NBTC Site Manager
+966 567 619 707

Dr. Christopher A. Fontecha, PhD. HSE
FASPI International President
+966 540 382 795

Mr. Enrique Lumibao
Supervisor
+966 553 026 579

Nov 14, 2025

- **Electrical Safety, Lock Out Tag Out (LOTO)**
Nov 7, 2025
- **Power Tools Safety and Fire Safety**
Oct 31, 2025
- **Work Permit System and TBT, Slip, Trip & Fall Prevention**
Oct 24, 2025
- **Personal Protective Equipment (PPE) and Introduction of OSH and Hygiene**
Oct 17, 2025
- **Process Safety Management and Internal Audit**
Sep 19, 2025

WORK EXPERIENCE

NASER MOHAMED AL BADDAH & PARTNER AND GENERAL CONTRACTING COMPANY (NBTC GROUP)

Project: FADHILI GAS INCREMENT PROGRAM PKG 2

Designation: IT TECHNICAL TEAM / DC

Contractor: GS CONSTRUCTION ARABIA Co Ltd

Client: SAUDI ARAMCO

Date: June 2025 - Present

Project: MARJAN INCREMENT PROJECT PKG 9 & 11

Designation: DOCUMENT CONTROLLER

Contractor: TECNICAS REUNIDAS

Client: SAUDI ARAMCO

Date: August 2024 – June 2025

JOB RESPONSIBILITIES

- Develop and deliver training materials tailored to project needs, reinforcing employee competence and system efficiency
- Serve as the In-house Software Coordinator, managing reports and addressing minor software bugs.
- Maintain and support the PDMS System (NBTC Marjan System) to ensure smooth operations.
- Prepare material requests for piping and coordinate with relevant departments for timely procurement.

enriquelomibao@gmail.com

Mr. Jon Struik
Pioneer Cont. President

- Generate summary reports detailing material status for project tracking and decision-making.
- Communicate construction progress updates to all managers via email.
- Facilitate effective interdepartmental coordination to streamline project workflows.
- Ensure data integrity within the INSITE System (NBTC System).
- Provide basic IT technical support, including troubleshooting hardware and software issues.
- Deliver technical support for the INSITE System, ensuring optimal performance and user assistance.

NE NOUVEAU STAR GARMENTS, INC.

IT SPECIALIST (On Call)

Nouveau Star Building, Pawid road, Ilog Pugad,
San Juan, Taytay, Rizal

August 10, 2017 – August 2024

JOB RESPONSIBILITIES

- Fixing minor and major problem on computer
- Monthly check up on all computers and printers
- Installing or updating software

BAYO MANILA INC. (UNICA HIJA/BAYO/VISEVERSA)

Network / System Administrator

(March 2016-August 2024) 8 Years Exp

JOB RESPONSIBILITIES

- Maintaining Servers to prevent downtime or Data Lost (AD, Data Server, AV Server, Accounting Server, NAS Server, POS Server, Firewall and other servers)
- Technical support on Store POS
- Implementing and Updating program on LED PANELS.
- Responsible for office System and network infrastructure
- Server Management and Data Management
- Supervise the Technical support in hardware, software, Telephone (PABX), CCTV, and Networking.

LC STAR POWER VENTURES, INC. (UNICA HIJA)

IT Officer

(October 2011- August 2024) 13 Years Exp

JOB RESPONSIBILITIES

- Provides Technical assistance to branches and department concerns.
- Assisting other tasks regarding the IT scope.
- Perform administrative work.
- Oversee the technical operation support.

- Supervise the Technical support in hardware, software, Telephone (PABX), CCTV, and Networking.
- Utilized database and software programs of the clients, organize, and maintain company records.

PIONEER Group

IT Manager (WFH)

710 Gordons, NCD Papua New Guinea

Work from Home August 1, 2023 – October 2024

Responsibilities:

- Company Email Management
- Website Development and update
- Server Management
- Company Documentation and system implementation

MORESBY CONSTRUCTION SERVICES

IT/Marketing Officer (On Call)

General Trias Cavite Philippines.

March 2022 – May 2023

Responsibilities:

- Email Management for company
- Customer Complaint and action assistant
- Making Banner and Marketing strategy

CONBUILT CORPORATION

IT Consultant (on Call)

Taguig City Philippines

(July 2020 - August 2024) 4 Years

Responsibilities:

- Subcontractor for Conbuilt
- Server installation upon client request
- Network tracing, network installation and configuration
- Assessment for the construction for CCTV, Networking, Server Installation and configuration



CERTIFICATE OF ATTENDANCE

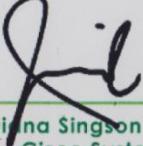
has been presented to

TED NAVALTA

Introduction to Cisco Small Business Portfolio

Cisco Connect NOW!

Bubbagump Shrimp Co.
Greenbelt 3, Makati City
October 25, 2013


Ms. Diana Singson-Tan
TBM - Cisco Systems


Mr. Chester Alanes
Product Manager - IMVI

Certificate of Completion

This is to certify that

TED B. NAVALTA

Has successfully completed the

*Root Cause Analysis (RCA) Training Program
Consisting of 4 Hours of comprehensive*

The program was conducted by FASPI Training & Consultancy Services on

Date: October 10, 2025

Venue: Via Zoom Online


Engr. Berlito B. Antiquina
CSE, CertIOSH, CMT, CST, OSHP, SCE
President / CEO


Engr. Christopher A. Fontecha
IDip Lv6, TecIOSH, SIIRSM, CST, CSE, IMS
Training Director



Certificate of Excellence



This certificate is proudly awarded to

Ted Navalta

Has successfully Completed One-Day Workshop in MS Excel and Power BI

MAR 01,2025

Mohammed Alfan



Certificate of completion

Congratulations!

The Autodesk® Authorized Training Center (ATC®) course you have completed was designed to meet your learning needs with professional instructors, relevant content, authorized courseware, and ongoing evaluation by Autodesk.

The ATC network helps professionals achieve excellence in using our software products.

Certificate No. 1213943694

Ted B. Navalta

Name

Autocad 2018-2D,3D,Color Rendering,Plotting

AutoCAD

Course Title

Product

Ramel Tadeo Borres

2018-01-25 70 hours

Instructor

Date Course Duration

MicroCADD Cubao (main site)

Autodesk Authorized Training Center.



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CERTIFICATE OF EMPLOYMENT

This is to certify that Mr. **TED B. NAVALTA** was employed with **BAYO MANILA INC.**. The office is at **Annapolis Wilshire Plaza Bldg., #11 Annapolis St. Greenhill's, San Juan City**. He was an **Network and System Administrator** from **March 20, 2016, to August 15, 2024**.

This certification is being issued upon the request of the name above for employment purposes only.

This declaration was made on October 22nd, 2024 at Barangay Greenhills, San Juan City, and Metro Manila, Philippines.

Respectfully,

A handwritten signature in black ink, appearing to read "JOAN D. JALDO".

JOAN D. JALDO
HRD-EMPLOYEE RELATIONS OFFICER

Republic of the Philippines
Mindoro State College of Agriculture and Technology

MAIN CAMPUS
Alcate, Victoria, Oriental Mindoro



DIPLOMA

To all persons who may read this document:

Greetings

BE IT KNOWN THAT the Commission on Higher Education, by authority of the Board of Trustees and upon the recommendation of the Academic Council of the College, has conferred to:

TED B. NAVALTA

who has fulfilled all the requirements of the degree of

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

with all the rights, honors, privileges, as well as the obligations and responsibilities herein appertaining.

IN WITNESS WHEREOF, the seal of the College and the signatures of the Registrar, Director for Instruction and the President of the College are hereunto affixed.

Given at Alcate, Victoria, Oriental Mindoro, Philippines this 15th day of April 2011.



LOLITA M. PINE
Registrar III

JOSIE C. ASINAS
Director for Instruction

JESSE T. ZAMORA, Ed.D.
SUC President II

DMW-PEOS-0002781898-PS



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF MIGRANT WORKERS



PRE - EMPLOYMENT ORIENTATION SEMINAR

NAME NAVALTA, TED BALAGA

COMPLETION DATE June 02, 2024

2022071365918

HANS LEO J. CACDAC

UNDERSECRETARY
WELFARE AND FOREIGN EMPLOYMENT

DECLARATION

I declare that:

I have read and understood the eight (8) learning modules of the DMW - PEOS Online; and I have completed all the modules without the help of anybody else.

I attest to the truth of the foregoing declaration.

(sgd). TED BALAGA NAVALTA

UNICA

CERTIFICATE OF EMPLOYMENT

This is to certify that Mr. **TED B. NAVALTA** was employed with **LC STAR POWER VENTURES INC.** The office is at **Annapolis Wilshire Plaza Bldg., #11 Annapolis St. Greenhill's, San Juan City.** He was an **IT Officer** from **October 28, 2011, to August 15, 2024.**

This certification is being issued upon the request of the name above for employment purposes only.

This declaration was made on October 22nd, 2024 at Barangay Greenhills, San Juan City, and Metro Manila, Philippines.

Respectfully,



JOAN D. JALDO
HRD-EMPLOYEE RELATIONS OFFICER



Republic of the Philippines
Department of Labor and Employment
Philippine Overseas Employment Administration
Overseas Worker Welfare Administration

Overseas Employment Certificate

Number: 2024077005814

Date Printed:	07-23-2024 03:16
OFW Name:	TED BALAGA NAVALTA
Passport Number:	P9727605B
Birth Date:	1985-07-09
Gender:	Male
Position:	WORKER CONSTRUCTION
Salary:	2,250.00 SAUDI ARABIA RIYAL/Month
Contract Duration:	24 Months And 0 Days
Agency:	CHESNA MANPOWER SERVICES CORP (formerly CHESNA MANPOWER SERVICES)
Principal:	BRANCH OF NASER MOHAMMED AL BADDAH & PARTNER FOR CONTRA CTING
Direct Employer:	
Jobsite:	SAUDI ARABIA
Date Paid:	7/23/2024 2:17:37 PM
Valid for Exit up to:	9/21/2024
Bank Confirmation Number:	
Fees Paid:	
POEA Processing Fee:	200.00
OWWA Fee:	1467.50
Pag-Ibig Fee:	300.00
Total:	1967.50



THIS OEC SERVES AS THE OFW'S TRAVEL EXIT CLEARANCE AND VALID FOR SINGLE EXIT ONLY. ANY ERASURES, TAMPERING AND ALTERATIONS SHALL RENDER THIS DOCUMENT INVALID



VaxCertPH
COVID-19 VACCINATION CERTIFICATE



VACCINEE DETAILS

Full Name: NAVALTA, TED

Date of Birth:

09-Jul-1985

Passport No.:

P9727605B

Issuer:

Philippine Department of Health

Issuance Date and Time:

02-Jun-2024 10:20 PM

This QR code is compliant with the framework of European Union Digital COVID Certificate (EU DCC)

Certificate ID: 673677769

Dose Number	Date of Vaccination	Vaccine/ Prophylaxis	Brand, Manufacturer	Lot Number	Country of Vaccination
1	23-Aug-2021	COVID-19 vaccine, RNA-based	Moderna, Moderna	055E21A	Philippines
2	20-Sep-2021	COVID-19 vaccine, RNA-based	Moderna, Moderna	3005784	Philippines



This is a certificate awarded to

Ted Balaga Navalta

on successfully completing

IOSH Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

RJGM Safety Training and Consultancy

Approved Centre: 3461

Signed on behalf of IOSH

Vanessa Hamer-Wilks
Chief Executive

[Signature]
Course Organiser



3461-000011-15-15

Date: 07 November 2025

Cert No: MS1101729

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.

