



A B O U T M E

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.

C O N T A C T

@ navalta_ted@rocketmail.com

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

L A N G U A G E S

- English
- Tagalog

T R A I N I N G & C E R T I F I C A T I O N

- WorkShop in Excel & PowerBI
- Root Cause Analysis
- Ten Second Triage (TST) For Safety Officer
- Safety Welding, Cutting & Brazing
- Confined Space Entry Safety and Excavation and Trenching Safety

TED BALAGA NAVALTA



W O R K E X P E R I E N C E

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

J O B R E S P O S I B I L I T I E S

- 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.
- 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.

- Working at Height Safety and Scaffold Safety
- Power Tools Safety and Fire Safety
- Slip, Trip & Fall Prevention
- Permit to work Safety Talk/Safety Toolbox Training

EDUCATION

 **MINDORO STATE COLLEGE OF ORIENTAL MINDORO**
Bachelor of science in information technology
2011

 **GOOD SHEPHERD ACADEMY**
2001

TECHNICAL SKILLS

IT (INSTALLATION & CONFIGURATION)

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

APPLICATION

- Excel, Word
- Microsoft SQL
- PowerQuery
- POWER BI
- AutoCAD

PROGRAMMING SKILL

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

NE NOUVEAU STAR GARMENTS, INC.

IT SPECIALIST (On Call)
Nouveau Star Building, Pawid road, Illog Pugad,
San Juan, Taytay, Rizal
August 10, 2017 – August 2024

JOB RESPONSIBILITIES

- Fixing minor and major problem on computer
- Monthly checkup 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.



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 CONTRACTING
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



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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VaxCertPH

COVID-19 VACCINATION CERTIFICATE



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

Certificate ID: 673677769

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

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





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF MIGRANT WORKERS

DMW-PEOS-0002781898-PS



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

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

Mohammed Alfan



ROWS & COLUMNS



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

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
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

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

JOSIE C. ASINAS
Director for Instruction



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PRESENTED TO

Ted Balaga Navalta

has successfully participated the online webinar course
entitled

"Ten Second Triage (TST) for Safety Officer"

Organized by Emergency Medical Care Department of
College of Applied Medical Science, Imam Abdulrahman Bin
Faisal University, Dammam, KSA

November 29, 2025




Romeo L. Bangasan, RN, MAN, RSP
EMS Lecturer/Instructor
Emergency Medical Care Department



INTERNATIONAL
Micro Village Inc.

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 Singon-Tan
TBM - Cisco Systems

Mr. Chasper 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

RCA-10102025-014