




ABOUT ME

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.

CONTACT

@ Navalta_ted@rocketmail.com

(+63) 945 804 9025
(Philippines)

 (+966) 573 181 908
(KSA)


LANGUAGES

 English

 Tagalog

EDUCATION

**MINDORO STATE COLLEGE OF
ORIENTAL MINDORO**

 Bachelor of science in
information technology
2011

 **GOOD SHEPHERD ACADEMY**
2001

TED NAVALTA

WORK EXPERIENCE

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

- **Project :** FADHILI GAS INCREMENT PROGRAM
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

- Responsible for Maintaining PDMS System (NBTC Marjan System)
- Creating Summary Report for Material Status
- Sending Email to all Managers regarding with the Progress status of the Construction
- Facilitate coordination between different departments.
- Maintain the data integrity of the Insite System (NBTC System,)
- Giving Minor IT Technical support from hardware and software
- IT Technical support for the INSITE SYSTEM (Inhouse System)

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





TECHNICAL SKILLS

IT




(INSTALLATION AND 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

PROGRAMING SKILL

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

JOB RESPONSIBILITIES

- Fixing minor and major problem on computer
- Monthly checkup to all computer 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 from 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 branch and department concerns
- Assisting to other tasks regarding to the IT scope.
- Perform administrative works.
- 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



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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)

VACCINEE DETAILS

Full Name:

NAVALTA, TED

Date of Birth:

09-Jul-1985

Passport No.:

P9727605B

Issuer:

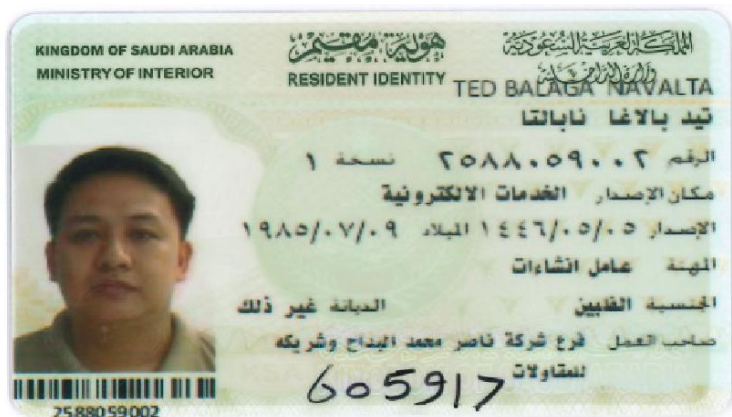
Philippine Department of Health

Issuance Date and Time:

02-Jun-2024 10:20 PM

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





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 Alfian

Mohammed Alfian



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,

JOAN D. JALDO

HRD-EMPLOYEE RELATIONS OFFICER



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,

A handwritten signature in blue ink, appearing to be "Jaldo", with a large loop at the end.

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

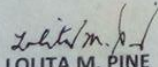
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

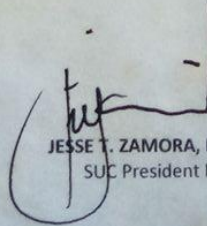
with all the rights, honors, privileges, as well as the obligations and responsibilities herein appertaining.

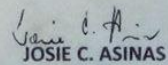
IN WITNESS WHEREOF, the seal of the College and the signatures of the Registrar, Director for Instruction and the President of the College are hereunto affixed.

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



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. Dina Singson-Tan
TBM - Cisco Systems

Mr. Chester Alanes
Product Manager - IMVI