




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
2007

 **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.

TECHNICIAN (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 2019-August 2024)- 5 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 2009- August 2024) 15 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!

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Certificate No. 1213943694

Ted B. Navalta

Name

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

Course Title

AutoCAD

Product

Ramel Tadeo Borres

Instructor

2018-01-25

Date

70 hours

Course Duration

MicroCADD Cubao (main site)

Autodesk Authorized Training Center.



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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:

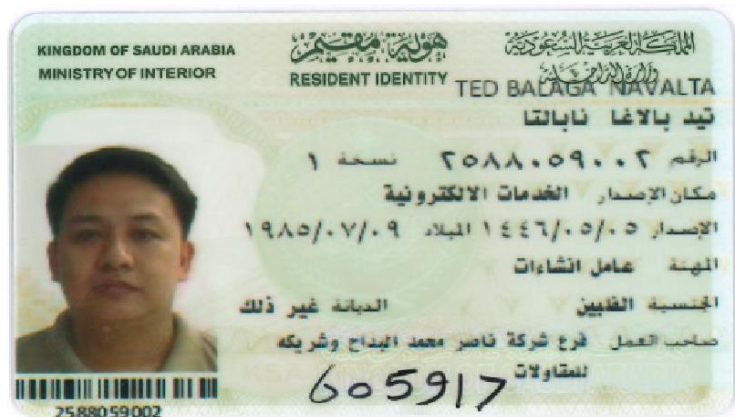
Philippine Department of Health

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

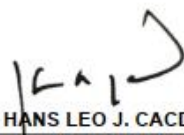


PRE - EMPLOYMENT ORIENTATION SEMINAR

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



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