

JULIUS VAN ADRIAN L. MOSCA

*IT Engineer / Project Engineer*

## COVER LETTER

Hi Sir/Madam,

Good day! Hope everything is good. Thank you for taking some time to read this. I was wondering if you have vacancies in your IT department that would fit within my profile.

Recently I'm working with Solve IT (IT Solutions Provider) as an IT Engineer / Project Engineer. I handle the technical support, consultancy, project engineering/management, procurement and purchasing. I also have some connections for your hardware, software or e-commerce requirements if you require or want an upgrade or to ease your company's operation. I mainly handle any project or technical support which is related to workstations, servers, peripherals, security devices, network, firewall and cloud solution deployments.

I also have experience on providing IT services on various nature of business such as Trading, Production, Legal Consultancy, Architectural, Interior Design, Civil Engineering, Advertising, Security Agency and a lot more.

I'm also a very versatile person as I have worked before on multiple businesses and different nationalities.

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For more details of my expertise please see my attached CV.

I hope to speak with you soon to discuss how I can be an asset for your company with the services and solutions that I can provide.

Thanks again, and have a nice day!

Kind Regards,

Julius Van Adrian Mosca

Applicant

IT Engineer / Project Engineer

jva.msc@gmail.com

+971506021239

# JULIUS VAN ADRIAN L. MOSCA

IT Engineer / Project Engineer



## IT ENGINEER / PROJECT ENGINEER

IT professional with proven expertise in supporting and optimizing of servers, workstations, peripherals, operating systems, networks, systems, hardware and software, including installation, configuration, and preventive maintenance. Resolve network connectivity issues. Provided service focused technical support both remote and onsite to achieve effective trouble shooting, efficient resolution of issues, and maximum customer satisfaction. Complete project on schedule. Able to quickly grasp and adapt new concepts in technologies & environments.

## AREAS OF EXPERTISE

- Project Planning and Implementation
- Technical Review & Recommendation
- Cost & Benefit Analysis
- Server Virtualization
- Server Migration
- Computer Hardware & Software Installation
- Router, Switch & Firewall Configuration
- System Imaging & Backup
- Disaster Recovery Implementation
- OS Update & Patches
- Virus/Malware/Spyware Removal
- Data Recovery
- Cloud Server Setup and Configuration
- Cloud Solutions
- Telephone System Support
- Printer and Fax Troubleshooting
- CCTV Installation and Configuration
- Access Device Installation and Configuration
- Infrastructure and End-User Support
- Email Marketing & SMS Marketing
- Newsletter Layout Designing
- Email Hunting & Extraction

## TECHNICAL PROFICIENCIES

- Microsoft Windows XP/Vista/7/8/8.1/10
- Microsoft Server 2003/2008/2008/2012
- Linux Ubuntu/Fedora/CentOS/Zentyal
- MacOSX 10.6/10.7/10.8/10.9/10.10/10.11/10.12
- AD/DC, VPN, FTP, SQL, File, ERP & Print Server
- Antivirus & Security Softwares
- Android, iOS, BBOS & Windows Mobile
- PABX, VoIP & CCTV
- ZK Technologies
- Outlook 2007/2010/2013/2016/365
- Norton/HDC/Clone/Acronis Imaging Software
- LAN/WAN, VPN, TCP/IP
- Linksys, D-Link, TP-Link
- Cisco, Sonicwall, Fortinet, Cyberoam
- DD-WRT & OpenWRT
- VMWare, HyperV & Virtual Box
- RDP, Teamviewer & VNC
- Amazon Web Services & Google Services
- Freshdesk Ticketing System
- ITIL Fundamentals

## PROFESSIONAL EXPERIENCE

### IT Engineer / Project Engineer

November 2014 – Present

Solve IT DWC LLC, Dubai, UAE

- Handling multiple client with different business functions for technical support and IT projects
- IT project planning related to networking, servers, disaster recovery, cloud solution and security solutions
- Execution of the planned project and managing outsourced personnel on the assigned task
- Coordinating with the hardware or software vendors for the requirements of each client or project
- Network Installation, configuration & maintenance (switch/router/firewall/cabling)
- Install, configure & maintain AD/DC, VPN, SQL, terminal, file & print server
- Server migration and/or transitioning from physical server to virtualization environment
- Telephone system installation & maintenance (PABX/VoIP & phone extensions)
- Handling multiple companies under annual maintenance contract for technical support
- Doing regular checkup on clients, servers on network connectivity and performance
- Coordinating with the client's vendor for their ERP system when internal issues occurred
- Regular documentation of the events and status of the technical issues encountered
- Having a monthly conference call with clients' main office for a monthly technical report
- Maintaining server and workstations are optimize and updated for better performance and security
- Create new email address for new employee/s or requesting their head office to do it
- Creating new user in the AD/DC server & assigning it for its specific purpose
- Setting-up recommended software & email on the employee's computer
- Managing inventory of all the IT equipment and software of the handled companies

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## IT Administrator / E-Marketing Specialist (Full Time)

January 2013 – October 2014 (1 Year 9 Months)

Residence Dubai Real Estate, Dubai, UAE

- Planning and proposing changes for the improvement on the company's previous IT infrastructure
- Managing outsourced personnel for the implementation of the new networking structure of the company
- Coordinating with the vendor for all the hardware and software requirements of the company
- Setting up the server AD/DC, VPN and file server and configuring disaster recovery server
- Technical support on the server, workstations and infrastructure issues
- Daily server and network benchmarking, maintenance and optimization
- Regular scheduled maintenance, updates and optimization for all the workstations
- Web and email server migration from Cpanel to Exchange Server
- Mobile phone, telephone, printer, fax troubleshooting and maintenance
- Updating company website's details & coordinating website's web developers for the updates
- Designing newsletter HTML layout for email marketing & distribute it to clients
- Setting-up SMS marketing message for bulk SMS sending
- Generating monthly IT report
- Generating weekly email and sms marketing report status

## System Administrator (Full Time)

July 2011 – October 2012 (1 Year 3 Months)

Batangas College of Arts and Science, Lipa City, Batangas, Philippines

- Managing the whole IT facilities of the whole campus
- Configure router, access point and firewall
- Installing and managing network cables, routers, access point, biometrics, access devices and CCTV
- Ensure all required software for all employee & laboratory's computer are installed and working
- Installing and maintaining phones on the director and dean's offices
- Managing the AD/DC and creating new profile for the new staffs
- Technical support/assistance to all the school staff/students who have issues
- Creating detailed IT proposal to the school head for the enhancement of IT facilities of the campus
- Managing and hands-on execution for the project approved by the school head
- Keeping up to date on the new technologies that might be used for the improvement of the infrastructure
- Generating monthly IT report and doing yearly IT material inventory

## Computer & Network Technician (Part Time)

May 2011 - Dec 2012 (1 Year 7 Months)

JN Internet Café, Lipa City, Batangas, Philippines

Oct 2010 – Feb 2011 (4 Months)

DJA Computer Shop, Rosario, Batangas, Philippines

Nov 2009 – Sept 2010 (10 Months)

Blitz iZone, Lipa City, Batangas, Philippines

- Planning and Implementation of the whole IT infrastructure of the business
- Installation and configuring of all the network cable, router, modem and server
- Installing required software for all the workstation that will be used on the company's operation
- Resolve technical issues encounter from day to day operation using remote or onsite
- Weekly checking of software updates and optimizing all the workstations to work on its full capacity
- Training operator/s the basic usage of the server managing software and common troubleshooting
- Receiving calls for technical assistance during emergency situation

## System & Network Administrator (Part Time)

Dec 2009 - Sept 2010 (9 Months)

Blitz Call Center, Lipa City, Batangas, Philippines

- Planning and Implementation of the whole IT infrastructure of the business
- Installation and configuring of all the network cable, router and modem
- Setup the server with virtual machines separating AD/DC to File Server & all essential software
- Managing the AD/DC and create user for each of the employees
- Maintaining the VoIP Phones and configure the voice recording server
- Resolve technical issues encountered by end user, server, network, printer and other computer peripherals
- Generate IT technical reports weekly

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## IT Assistant (Practicum)

Jul 2010 – Nov 2010 (5 Months)

Lipa City Hall, Marauoy, Lipa City, Batangas, Philippines

- Assist employees on the technical issues they encounter in desktop, laptop and from the network
- Conduct scheduled checkup on employee's workstations
- Assist the IT manager on installing network devices and cable
- Troubleshoot printers, fax machines and phones issues

## Computer & Network Technician (Part Time)

2007 – Present (7 Years +)

Freelance

- Desktop and laptop checkup, upgrade, maintenance and troubleshooting
- Replacing faulty hardware that cause the whole system not to function
- Operating system Installation or repairing the current installation
- Virus and spyware removal from an infected system and system optimization
- Recovering lost documents and files
- Software and antivirus installation
- Home & business network installation
- Technical consultation, recommendation and assistance
- Onsite and remote assistance

## SEMINARS & TRAINING

### Y4IT 2011

UP Information Technology Training Center, UP, Diliman, Quezon City, Philippines

Sept 21, 2011

- Competitive Computing
- Cyber Crime
- Cloud Computing
- Geographic Information System

### Y4IT 2010

UP Information Technology Training Center, UP, Diliman, Quezon City, Philippines

Sept 15, 2010

- Java
- Application in the Cloud
- Information Security
- Microsoft Technologies
- Research Topics & Exciting Applications

### Y4IT 2009

UP Information Technology Training Center, UP, Diliman, Quezon City, Philippines

Sept 9, 2009

- Mac OS X Snow Leopard
- Developing Mobile Games with NetBeans
- Web Usability & User Experience Design
- Emphatic Computing Innovation & Challenges
- Creating Dynamic Web Application Using ASP.NET

## EDUCATION

### Tertiary

BS in Information Technology

AMA Computer University Lipa Campus

Lipa City, Batangas, Philippines

Jun 2005 – Mar 2011

### Vocational

AutoCAD Modelling (Basic/Advance)

ABCC Philippines Inc.

Batangas City, Batangas, Philippines

May 2010 – July 2011

### Secondary Education

Special Secondary Agricultural School

Dagatan Family Farm School

Lipa City, Batangas, Philippines

Jun 2002 – Mar 2005

# JULIUS VAN ADRIAN L. MOSCA

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## PERSONAL INFORMATION

Full Name: Julius Van Adrian Mosca  
Civil Status: Single  
Birthdate: July 16, 1989  
Address: Al Satwa, Dubai, UAE  
Mobile: +971506021239

Email: jva.msc@gmail.com  
Nationality: Filipino  
Language: English & Tagalog  
Visa Status: Residence Visa

## CHARACTER REFERENCE

Adrian Christopher Pipo  
Senior IT Engineer  
Solve IT DWC LLC  
+971558805881

Niels Groen  
Financial Controller  
B&S World Supply  
+971562596701

Richard Johan Joseph Jules Gonnissen  
Owner  
Capri / Imbima  
+971506598932

Erwin Javier  
Sales Engineer  
Core Metal  
+971529049938

*I hereby certify that the above information is the true & correct to the best of my knowledge & belief.*

Julius Van Adrian Mosca  
Applicant