**BRIANKYLE ALEJO GALVAN**

Address: Al Satwa Road, Dubai, UAE

Email Address: bkgalvan12@gmail.com

Contact Number: (+971) 052 103 5047 / 055 460 3718

Visa Status: Visit Visa

Visa Expiry: August 15, 2017

Available to join immediately

**CAREER OBJECTIVE**

* To obtain an Administrative Assistant position or any challenging position that suits my qualification, skills, and experience where customer care, bookkeeping, secretarial and general office skills will be fully utilized to contribute to office’s efficiency and productivity.

**SUMMARY OF QUALIFICATION AND SKILLS**

* Successfully earned the Bachelor’s degree in Information Technology in Colegio de Dagupan, Dagupan City, Philippines.
* Successfully completed the short course training in Accounting and Finance in Highline Institute, Dubai, United Arab Emirates.
* Knowledgeable in Microsoft Office Suites – Word, Excel, PowerPoint, Outlook, Access.
* Possessed IT skills such as programming as programming, database, technical, and graphic skills.
* Knowledgeable in basic accounting and accounting software (Tally ERP 9, Peachtree, QuickBooks)
* Equally effective working independently and in cooperation with others.
* Good eye for details; well organized, skilled in setting priorities.
* Sharp, quick learner, willing to get involved.
* Experienced in performing sales related activities and basic administrative/clerical tasks such as emailing, telephoning, photocopying, scanning, faxing, coordinating with the suppliers and handling customers’ issues/complaints.

**WORK EXPERIENCES**

**Office Assistant cum Storekeeper**

*MJR Computer and Laptop Speicialist, Dagupan City, Philippines*

January 2015 – April 2016

Job Responsibilities and Duties:

* Managing all the sales related activity of the company.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
* Contacting potential customers to arrange appointment.
* Make travel arrangement for office personnel.
* Carrying out administrative tasks such as data input, processing, completing paper works and filing document.
* Tracking sales order to ensure that they are scheduled and sent out on time.
* Making follow up calls to confirm sales order or delivery dates.
* Order office supplies and monitor inventor.
* Making costing, quotation, invoice, delivery.
* Assists staff with administrative duties as requested.
* Assists and maintain accurate daily accounting of fees and other revenue.
* Coordinates with printing production team to address questions, problems or request for service and deliveries.
* Deliver messages and run errands.
* Issue and receive return materials to and from technicians.
* Prepare report such as consumption and inventory.
* Act as a receptionist or front desk officer when required.

**IT Associate**

*MJR Computer and Laptop Speicialist, Dagupan City, Philippines*

April 2016 – September 2016

*Job Responsibilities and Duties:*

* One of the member of system project entitled “Lingayen Tax Mapped System” and “Point of Sale and Inventory System”
* Edit photos by creating digital image of Lingayen map using Adobe Photoshop to be integrated in Lingayen Tax Mapped System
* Troubleshoot problems involving office equipment, such as computer hardware and software.
* Review and suggest ideas for the developing system project
* Develop functions and SQL queries
* Test system before installing in the client side.
* Create GUI (Graphical User Interface) for the system projects
* Visit clients to gather information and flow of the system to be developed.

**INTERNSHIP/TRAINING**

**Trainee (Internship 2)**

*Philippine Health Insurance Corporation, Dagupan City, Philippines*

240 hours completed.

Job Responsibilities and Duties:

* Assigned in general service department.
* Perform basic clerical tasks such and assisting internal employees on their task.
* Develop the software “E-Procurement Management System” and “Document Management System” as system proposal for the thesis case study and as per the school requirement.
* Assigned as the team leader for the system project.

**Trainee (Internship 1)**

*Philippine Long Distance Telephone, Dagupan City, Philippines*

280 hours completed

Job Responsibilities and Duties:

* Assigned in customer service and main distribution frame/technical department
* Attracting potential customers by answering product and service questions; suggesting information about other products and services.
* Resolving product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
* Collects revenue by receiving and recording payments.
* Verifying and updating port nodes, frames, and other details related to Main Distribution Frame

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Information Technology**

Colegio de Dagupan, Dagupan City, Philippines

June 2012 – April 2016

Achievements and Recognitions:

* *Dean’s Lister (1st year college level – 4th year college level)*
* *Academic Scholar (2nd year college level, 2nd semester)*
* *Colegio de Dagupan Loyalty Awardee*

**CERTIFICATE AND TRAINING**

**Certificate of Completion in Accounting and Finance Training**

*Highline Institute Computer Training, Al Satwa, Dubai, United Arab Emirates*

*(Accredited by ISO 9001-2015, International Accreditation Forum (IAF), United Kingdom Accreditation Centre (UKAG), Dubai Accreditation Center (DAC), and International Accreditation Bureau (IAB)*

July 2017

**CCNA Course Completion Certificate**

*Colegio de Dagupan, Dagupan City, Philippines*

*(Accredited and Issued by Colegio de Dagupan)*

April 2016

**PERSONAL INFORMATION**

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| --- | --- |
| Birth date: | October 12, 1995 |
| Religion: | Roman Catholic |
| Marital Status: | Single |
| Language Spoken: | English and Tagalog |
| Passport Number: | EC8136660 |
| Passport Expiry: | June 25, 2021 |

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

Description: Description: Description: signature

**Brian Kyle A. Galvan**

Applicant