

# Nehemias C. Belong Jr.

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## **OBJECTIVES**

- Acquire an IT position in a reputable company to further utilize my expertise, experiences and knowledge in the field of Information Technology.
- Seek a professional working environment for corporate growth.

## **WORK EXPERIENCES**

### **July 31, 2018 – April 25, 2019**

**Worked as an IT Specialist at Bacolod Columbia Marketing Inc. with the following work and responsibilities:**

- Manages all activities related to SAP implementation project.
- Ensures that all SAP project goals are accomplished according to specifications and business objectives.
- Conduct the Software Testing of SAP Business One also Implementation Documentation and Business Process Documentation.
- Work closely with SAP architects, technical teams, functional analysts to deliver project scope on time, on budget and with high-quality deliverables.
- Exercised required controls and propose improvements as required, including quality plans, issues and action logs, risk management plans and change control plans, for all aspects of the assignment.

### **March 9, 2017 - May 21, 2018**

**Worked as an IT Support at Macro Distributors Inc. with the following work and responsibilities:**

- Leads regular system maintenance and installation as needed
- Serves as the resident expert in IT equipment/computer networks and together with the ITM, provides training to organization on computer/it equipment optimization.
- First level of escalation on any IT equipment/network/internet related issues.
- Maintains the Distributor IT Equipment inventory (including handhelds & handheld printers) on a quarterly basis (minimum).
- Conducts regular audit checks on IT equipment handling.
- Owns IT Adoption, ensuring devices are properly used by sellers. Sellers are also trained use
- Logs IT related issues.
- Designed and Develop Systems.

## **Accomplishments:**

- Designed and developed the JSOGen BCP Tool Application, a sales order management system which allow users to manage orders, invoicing, transactions and information of the customer.
- Designed and developed the XLStoCSV Converter Application, a converter application which allow users to convert xlsx file into desired csv format. This application use in our Payroll Management System.
- Implemented and deployed Synology NAS for file sharing.

**Jan 11, 2017 - March 8, 2017**

**Worked as a Business Systems Support at Hexagon Group of Companies with the following work and responsibilities:**

- Solves organizational information problems and requirements by analyzing requirements: designing computer programs; recommending system controls and protocols.
- Improves systems by studying current practices; designing modifications.
- Maintains system protocols by writing and updating procedures.
- Provides references for users by writing and maintaining user documentation; providing help desk support; training users.
- Maintains user confidence and protects operations by keeping information confidential.
- Prepares technical reports by collecting, analyzing and summarizing information and trends.

**June 1, 2015 – July 17, 2016**

**Worked as an IT Specialist at Central Negros Power Reliability Inc. with the following work and responsibilities:**

- Designed and Developed (VMS Application).
- Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.
- Provides information by collecting, analyzing, and summarizing development and service issues.
- Prepares and installs solutions by determining and designing system specifications, standards, and programming.
- Improves operations by conducting systems analysis; recommending changes in policies and procedures.
- Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products.
- Overall in-charge for software, hardware and network maintenance.

**Accomplishment:**

- Designed and developed the VMS Application, a procurement management system which allow users to manage transactions and information's of the supplier and their product. The application also has a strong inventory management features for monitoring purposes.

**May 21, 2012 – March 12, 2015**

**Worked as an IT Assistant at TeamMicro Credit Corporation with the following work and responsibilities:**

- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.

- Develop and maintain installation and configuration procedures.
- Research and recommend innovation and suggest possible automated approaches for system administration tasks. Identify approaches that leverage the company's resource.
- Provide technical call support assistance: via telephone and remote access to other branches.
- In charge of all computer systems of all operating branches nationwide, including the maintenance of both its hardware and software. Plan, coordinate and implement security measures to safeguard information in computer files, LMS Loan Monitoring System, BR.NET Online Banking Systems and servers against accidental or unauthorized damage, modification or disclosure.
- Analyses, modifies, and revise procedures to incorporate changes in user needs and to maintain efficiency in data processing procedures. Written, tested, and performed problem resolution on comprehensive computer programs and systems in accordance with established procedures and specifications. Performed comprehensive studies and analysis of data processing functions, methods, and procedures and makes recommendations concerning the feasibility of revising existing operations or adapting new applications for data processing solutions.
- Managing the BR.NET Online Banking System implementation –ensuring full implementation.

## **Accomplishments:**

- Redesigned company websites
- Redesigned company's LAN to improve the network management like: remote accessing, event logging, provide restrictions and prohibited access, web filtering and user management.
- Implemented the Online Banking System – BR.NET Banking System for our company microfinance operations.

## **December 2010 – April 30, 2012:**

**Worked as an IT Staff/Technical Support at Munsterific Convenience Store, Munster Inc. With the following work and responsibilities:**

- In charge of all computer systems of all operating branches nationwide, which involve maintenance of both hardware and software to avoid malfunctions and maintain smooth store POS operations.
- Provides training and orientation to employees pertaining to software system implementation.
- On call service provider for software and hardware.
- Provide technical call support assistance: via telephone and remote access to branches outside the locale
- Does graphic designs and layouts for store marketing.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
- Perform regular file archival and purge as necessary.

- Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Perform periodic performance reporting to support capacity planning.

**January 9, 2010 to May 14, 2010**

**Worked as an IT Intern at Alter Trade Foundation Inc. assigned with the following work responsibilities:**

- PHP Web based development and design of Issue Tracking System.
- Computer and Network Administration.

**TRAINING AND SEMINARS**

- Basic Supervisory Skills Training Workshop
  - o September 1, 2014
  - o At Meeting Room, Teammicro Office, 2<sup>nd</sup> floor, JLB Bldg., 3<sup>rd</sup>Lacson St., Bacolod City.
  - o Trainer:
    - Frances Mae F. Llamas, PhD
    - Marissa S. Quezon, PhD
- Team Building and Organizational Development for Middle-Level Supervisors and Marketing Assistants
  - o December 7 and 8 2012
  - o at TMCC Training Hall, Teammicro Head Office 2<sup>nd</sup> floor, Malayan House Bldg., Cor. 3<sup>rd</sup>Lacson St., Bacolod City.
  - o Trainer:
    - Marlan Estacio, Training-Assistant
    - Nestor T. Padilla, Division Head-Human Resource

**EDUCATIONAL BACKGROUND**

Tertiary	
2009 – 2010	- La Consolacion College – Bacolod Bachelor of Science in Information Management
2006 – 2009	- La Consolacion College – La Carlota Bachelor of Science in Information Management
2005 – 2006	- AMA Computer College – Bacolod Bachelor of Science in Computer Science
Secondary	
2003 – 2005	- Gen. Lincerio Geronimo Memorial National High School
2001 – 2003	- Doña Hortencia Salas Benedicto National High School
Primary	
1996 – 2001	- Sugar Central Elementary School

**SUMMARY OF PROFESSIONAL QUALIFICATIONS**

- Knowledgeable in Fullstack web application development using ReactJs, Redux and Spring Boot.
- Knowledgeable in Tomcat Server for spring web application deployment.
- Knowledgeable in ORM’s like Hibernate and JPA.
- Knowledgeable in Jasper Reports for creating and customize reports into PDF, CSV, XLS and Graphs.
- Knowledgeable in MySQL and SQLITE Database Management.
- Proficient in the following graphic design software: Adobe Photoshop and Illustrator.
- Proficient in Web Application Development and Design Software – especially in ReactJS and Spring Boot Framework that creates and modifies computer programs by converting project requirements into code.
- Analyzing Information, General Programming Skills, Software Design, Software Debugging, Software Documentation, Software Testing, Problem Solving, Teamwork, Software Development Fundamentals, Software Development Process, Software Requirements.
- Proficient in MS Office Applications such as; Microsoft Excel/Word/PowerPoint/Access.
- Experienced in administering Networking on both Windows and Linux.
- Maintains computing environment by identifying network requirements; installing upgrades; monitoring network performance.

**PERSONAL INFORMATION**

Name: Nehemias C. Belong Jr.  
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**CHARACTER REFERENCES**

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