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 - Present

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 informations 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.

- Redesigned the company LAN network and setup the PFSense Firewall/Router in order to improve the internet connectivity within the office.

- 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 analysing requirements: designing computer programs; recommending system controls and protocols.

- Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats.

- Designs new computer programs by analysing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications.

- Improves systems by studying current practices; designing modifications.

- Recommends controls by identifying project milestones, phases and elements; forming projects team; establishing project budget.

- Monitors project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.

- 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, analysing and summarizing information and trends.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

- Contributes to team effort by accomplishing related results as needed.

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.

- Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.

- 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.

Accomplishments:

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

- Redesigned the company LAN network in order to improve the internet connectivity within the office.

- Implemented and deployed the Online Ticketing System to organized any IT related issues, concerns and requests.

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.

- Test programs and databases such as PHP MVC and CMS Framework and MySQL Database correct errors and make necessary modifications.

- Work as part of a project team to coordinate operation development and determine project scope and limitations.

- 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.

- Establishes network specifications by conferring with users; analysing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols. Establishes network by also evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation,

configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.

- Manage the web applications in these web hosting services: HostMonster and HostGator.

- Managing the BR.NET Online Banking System implementation –ensuring full implementation.

- Created and maintained an information technology project plan that communicates tasks, milestone dates, status and resource allocation. Utilize software life-cycle methodology. Coordinate delivery of development (beta) and production releases that meet quality assurance standards. Assist technical team in design and development tasks. Assist test team in creating test plans and testing efforts.

- Arranges project requirements in programming sequence by analysing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.

Accomplishments:

Managed and developed the Project EmailToSMS a PHP based application made in PHP custom script working with GLOBElabs API.

- Implemented the FormHub Application for data collection through mobile.

- Designed and developed a PHP based DataImportTool Application for uploading data in our current system.

- Designed and developed a PHP based Birthday Email Notifier Application for sending greetings for employees.

- 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.

- Create, change, and delete user accounts per request.

- Provide Tier III/other support per request from various constituencies. Investigate and troubleshoot issues.

- 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.

- Upgrade and configure system software that supports GIS infrastructure applications or Asset Management applications per project or operational needs.

- 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, 2nd floor, JLB Bldg., 3rdLacson 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 2nd floor, Malayan House Bldg., Cor. 3rdLacson 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 JAVA Swing Framework and JAVAFX Framework for desktop application development.

- Knowledgeable in J2EE and JAVA Spring Framework for web application development.

- Knowledgeable in Tomcat Server 7.0.70 and Pivotal TC Server 3. 1 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, SQLITE and PostgreSQL for Database Management.

- Knowledgeable in Windows Server 2008 R2 – Active Directory, DNS, DHCP, File Server and Group Policy.

- Proficient in the following graphic design software: Adobe Photoshop and Illustrator.

- Knowledgeable in Laravel Framework with Vue.

- Proficient in Application Development and Design Software – especially in Java Swing and Spring 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 the MYOB RetailManager v7 POS System, IRipple Barter POS System, Alas Oplas Accounting System, JIMAC POS System and LMS Credit Loans System.

- Experienced in administering Networking on both Windows and Linux.

- Maintains computing environment by identifying network requirements; installing upgrades; monitoring network performance.

- Proficient in the use of the following Operating Systems Windows XP, Vista, 7 Ultimate, 8, 8.1, 10 and Ubuntu.

PERSONAL INFORMATION

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