

SUMMARY

HIGHLY MOTIVATED AND RESULTS-ORIENTED PROFESSIONAL WITH 7+ YEARS OF EXPERIENCE SPANNING SPECIALIZED ADMINISTRATIVE SUPPORT, AUDIT ASSISTANCE, AND IT TECHNICAL OPERATIONS. DEMONSTRATED EXPERTISE IN METICULOUSLY MANAGING SENSITIVE DOCUMENTATION, ENSURING COMPLIANCE DURING POST-AUDITS, AND PROVIDING ESSENTIAL IT TROUBLESHOOTING. ALSO PROFICIENT IN A MODERN WEB DEVELOPMENT STACK (REACT.JS, NODE.JS, JAVASCRIPT) AND COMMITTED TO IMPLEMENTING AND UPHOLDING ESSENTIAL CYBERSECURITY PRACTICES TO PROTECT ORGANIZATIONAL ASSETS. SEEKING TO LEVERAGE COMPREHENSIVE ADMINISTRATIVE, TECHNICAL, AND DEVELOPMENT SKILLS IN A CHALLENGING AND DYNAMIC ENVIRONMENT.

EDUCATION

MSU - IIT

BS – INFORMATION TECHNOLOGY

MAJOR IN MULTIMEDIA SYSTEMS

2012-2017

SKILLS

- **WEB DEVELOPMENT**

REACTjs, NEXTjs HTML/CSS, TAILWIND CSS, JAVASCRIPT, TYPESCRIPT (BASIC), NODE.JS, EXPRESS.JS, POSTGRESQL, GIT/GITHUB, POSTMAN, ZUSTAND, BASIC SKILLS (PYTHON, PHP)

- **IT/TECHNICAL SUPPORT**

- **MULTIMEDIA WORKS RELATED (EDITING)**

- **NETWORK TROUBLESHOOTING**

- **HARDWARE/SOFTWARE**

INSTALLING AND TROUBLESHOOTING PC, CCTV, BASIC PRINTER REPAIR & BIOMETRICS HANDLING

- **ADMINISTRATIVE TASKS**

- **BASIC CYBERSECURITY** KNOWLEDGE AND IMPLEMENTATION (FOCUS ON DATA INTEGRITY, ACCESS CONTROL, AND SECURE PRACTICES)

- **CCTV INSTALLATION**

AHMED HAMDEE ALONTO

IT SUPPORT / WEB DEVELOPER

I am a passionate web developer and IT with experience in administrative and system support roles.



WORK EXPERIENCES

ADMINISTRATIVE STAFF

**SERBERUS JANITORIAL CARETAKER SERVICES INC.,
PHILIPPINE SCIENCE HIGH SCHOOL – CENTRAL MINDANAO CAMPUS
BALOI, LANA O DEL NORTE, NORTHERN MINDANAO, PHILIPPINES
AUG.2018 – DEC 2020, JAN. 2021 – OCT. 2024**

AUDIT SUPPORT: PROVIDED EXTENSIVE, DEDICATED ASSISTANCE TO THE AUDITOR TEAM LEADER (ATL) AND AUDIT TEAM MEMBERS (ATM) ON POST-AUDITING DOCUMENTS, INCLUDING SUMMARIZING KEY DETAILS AND SUBMITTING FORMAL REPORTS.

INVENTORY MANAGEMENT: CONDUCTED SEMESTERLY MANUAL CHECKING OF SUPPLIES AND EQUIPMENT INVENTORIES, DOCUMENTING FINDINGS, AND GENERATING SUMMARY REPORTS FOR THE ATL/ATM.

DOCUMENT VERIFICATION & COMPLIANCE: ACTED AS A LIAISON TO VERIFY DATA AND AMOUNTS, INVESTIGATE DISCREPANCIES, AND CONFIRM IMPLEMENTATION STATUS BY CONSULTING RELEVANT OFFICERS (ACCOUNTING, BUDGET, BAC, PROCUREMENT).

DATA COLLECTION & LOGISTICS: FETCHED CRUCIAL DOCUMENTS (FINANCIAL STATEMENTS, ADA'S, GENERAL LEDGERS, CHECKS, ETC.) FROM VARIOUS OFFICES TO FACILITATE THE AUDIT PROCESS.

DOCUMENT PROCESSING: LISTED AND MANAGED ALL FORMAL AND INFORMAL DOCUMENTS RECEIVED, ENSURING SOFT COPIES WERE PROMPTLY SENT TO THE ATL/ATM'S EMAIL.

BIDDING & CONFERENCE ASSISTANCE: ASSISTED THE ATL/ATM DURING BIDDING PROCESSES, TAKING DETAILED NOTES, AND HELPING PREPARE AUDIT OBSERVATION MEMORANDA (AOMS) FOR EXIT/ENTRANCE CONFERENCES.

NEW ASSET CHECK: PHYSICALLY CHECKED NEWLY ARRIVED SUPPLIES AND EQUIPMENT REQUESTED BY THE AGENCY TO CONFIRM RECEIPT AGAINST SPECIFICATION

IT SUPPORT VOLUNTEER

**BUREAU OF IMMIGRATION CEBU DISTRICT OFFICE REGION VII
MANDAUE CITY, CEBU CENTRAL VISAYAS, PHILIPPINES
AUG. 2017 – AUG. 2018**

TECHNICAL TROUBLESHOOTING: RESPONSIBLE FOR RAPID RESPONSE TROUBLESHOOTING OF NETWORK, PRINTER, CCTV, COMPUTER, SERVER, AND SOFTWARE ISSUES TO ENSURE UNINTERRUPTED OPERATIONS FOR OFFICERS AND STAFF.

ACHIEVEMENTS

- **CIVIL SERVICE PROFESSIONAL PASSER**
- **INTERNSHIP (PROJECT MANAGER)**

TRAININGS

- **BASIC CYBERSECURITY**
- **INTERNSHIP (PROJECT MANAGER)**
- **GENDER SENSIVITY TRAINING**
- **FABTRAIN: A SERIES OF TRAININGS FOR INNOVATION AND INVENTION**
- **RA 6713 CODE OF CONDUCT AND ETHICAL STANDARDS FOR GOVERNMENT OFFICIALS AND EMPLOYEES (INSET TRAININGS)**

CONTACTS

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- <https://hamdeeee2-port.vercel.app>
- 0951-887-8105
- Iligan City, LDN, PH

PORTFOLIO LINK

- <https://hamdeeee2-port.vercel.app>

BIOMETRICS & DATA ENTRY: ASSISTED WITH THE PROCESSING OF ALIEN DOCUMENTATION, INCLUDING ENCODING INFORMATION, HANDLING BIOMETRICS CAPTURE (FINGERPRINT AND FACE), AND REVIEWING TOURIST DATA SHEETS.

COMPLIANCE & VERIFICATION: CHECKED ALIEN REGISTRATION CARD (ACR I-CARD) EXPIRATION, ANNUAL REPORT PAYMENT STATUS, AND BLACKLISTED STATUS, PROMPTLY INFORMING THE IMMIGRATION OFFICER OF ANY DISCREPANCIES OR ISSUES.

PAPERWORK PROCESSING: ASSISTED STAFF AND OFFICERS WITH VISA RENEWAL PAPERWORK, ARRANGING ICARDS, AND REVIEWING SUBMITTED DOCUMENTS FOR DISCREPANCIES TO ENSURE FULL COMPLIANCE

FREELANCE (WEB DEVELOPER / IT SERVICES)

JAN. 2019 – PRESENT

ASSISTED PEERS WITH WEB DEVELOPMENT PROJECTS: PROVIDING GUIDANCE ON CODING, DEBUGGING AND PROJECT COMPLETION,

OFFERED FREELANCE IT SERVICES: INCLUDING CCTV INSTALLATION, SYSTEM INSTALLATION, SYSTEM CHECKING AND BASIC NETWORK SETUP AND TROUBLESHOOTING, HARDWARE AND SOFTWARE INSTALLATION AND MULTIMEDIA WORKS (EDITING)