

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.

CONTACT

- Itsmehamdee2@gmail.com
- <https://hamdeee2-port.vercel.app>
- 0951-887-8105
- Iligan City, LDN, PH

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

• IT/TECHNICAL

• NETWORK TROUBLESHOOTING

• HARDWARE/SOFTWARE

TROUBLESHOOTING, PC & PRINTER REPAIR, BIOMETRICS HANDLING

• ADMINISTRATIVE TASKS

• BASIC CYBERSECURITY

KNOWLEDGE AND IMPLEMENTATION (FOCUS ON DATA INTEGRITY, ACCESS CONTROL, AND SECURE PRACTICES)

ACHIEVEMENTS

• CIVIL SERVICE PROFESSIONAL PASSER

PORTFOLIO LINK

- <https://hamdeee2-port.vercel.app>

AHMED HAMDEE ALONTO

IT / FRONTEND WEB DEVELOPER

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

EXPERIENCE

ADMINISTRATIVE STAFF (CLERK)

SERBERUS JANITORIAL CARETAKER SERVICES INC,
PHILIPPINE SCIENCE HIGH SCHOOL – CENTRAL MINDANAO CAMPUS
BALOI, 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 TECHNICAL SUPPORT VOLUNTEER

BUREAU OF IMMIGRATION
CEBU CENTRAL VISAYAS, PHILIPPINES
AUG. 2017 – AUG. 2018

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

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

JAN. 2020 – PRESENT

ASSISTING MY FRIENDS WITH THEIR PROJECT ON WEB DEVELOPMENT WHENEVER THEY WANT ME TO HELP THEM AND I DO THE JOB MOSTLY IN FRONTEND AND **SOMETIMES IN BACKEND** IN SERVER AND DATABASE I COMMONLY USE (REACTJS, JAVASCRIPT, TAILWINDCSS, POSTGRES, EXPRESS, NODEJS, ZUSTAND)

