

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

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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://hamdeeee2-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)

