

## 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**

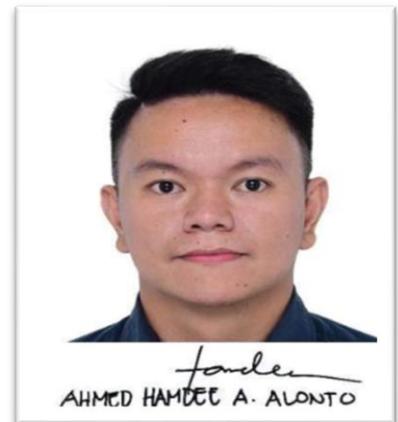
- **BASIC CYBERSECURITY** KNOWLEDGE AND IMPLEMENTATION (FOCUS ON DATA INTEGRITY, ACCESS CONTROL, AND SECURE PRACTICES)

- **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, LANAO 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 SENSITIVITY 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

- [itsmehamdee2@gmail.com](mailto:itsmehamdee2@gmail.com)
- <https://hamdeee2-port.vercel.app>
- 0951-887-8105
- Iligan City, LDN, PH

## PORTFOLIO LINK

- <https://hamdeee2-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

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## 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)