



JENDREX LAGANDO

About Me

I am a dedicated and detail-oriented IT Assistant with hands-on experience supporting day-to-day technical operations, troubleshooting hardware and software issues, and ensuring smooth functioning of IT systems. I also have hands-on experience in printer repair, attendance system setup, and database encoding from past roles in both office and field settings.



09152669137



jendrexlagando321@gmail.com



10626 Blk12 Lot8 Brgy 178
Camarin Caloocan City

Language

- ♦ Filipino
- ♦ English (basic)

Expertise

- ♦ Technical Troubleshooting
- ♦ Operating System Proficiency
- ♦ Software Installation & Maintenance
- ♦ Hardware Setup & Maintenance
- ♦ Network Support
- ♦ Programming Language(java,sql,mssql, php,html,css,restApi,)
- ♦ System Updates & Upgrades

Experience

PREMIERE MEDICAL & CARDIOVASCULAR LABORATORY INC - IT ASSISTANT OCTOBER 18 2021 - PRESENT

I provide technical support to co-workers by troubleshooting system issues, maintaining workstations, and relaying critical system errors to third-party service providers for prompt resolution. Developed a system calculate employee overtime/undertime and availment/reimbursement systems.

INGCOPH TRADERS INC - IT ASSISTANT NOV - 24 2020 - JULY 9 2021

I am responsible for visiting clients' offices to repair and service printers, ensuring minimal downtime through fast and accurate troubleshooting. My tasks include diagnosing technical issues, replacing defective parts (such as toner, and rollers), and verifying proper printer connectivity to computers or networks. In addition, I manage biometric system support, including enrolling new users, updating employee records, and maintaining the functionality of attendance tracking systems. I also assist with the computation of employees' workdays based on biometric logs to support HR and payroll processing and create website.

INKRITE INK RIFILLING STATION - PRINTER TECHNICIAN MARCH 2 2020 - NOVEMBER 24 2020

skilled professional responsible for installing, maintaining, repairing, and troubleshooting various types of printers and related equipment (e.g., scanners, copiers, multifunction devices).

SM SUPERMARKET - RDU CLERK DEC 2019 - JAN 2020

responsibilities encompass the accurate handling of incoming and outgoing shipments, ensuring inventory accuracy, and maintaining organized records.

PEPTARSUS - DATABASE OFFICER OJT APRIL 2019 - AUG 2019

Invite companies to participate in an upcoming trade expo, collect interest, and gather details of the appropriate contact person (typically a sales or marketing manager) for follow-up

Education

BESTLINK COLLEGE OF THE PHILIPPINES

Quirino Highway, Novaliches Quezon City
BSIT - BACHELOR SCIENCE INFORMATION TECHNOLOGY
S.Y 2015 - 2019