

JOSEPH JOHN S. ENRIQUEZ

Mobile +971582506813

jjse.dxb@gmail.com



PROFESSIONAL BACKGROUND

- Good organization, scheduling and time management skills.
- Excellent customer service skills
- Strong interpersonal skills
- Responsible and assertive team player with consistent performance
- Skillful at identifying action plans and imaginative in achieving results
- Strong verbal and written communication skills
- Working knowledge of Microsoft Office, Windows, HTML, CSS, JavaScript
- Knowledgeable in Photography and Adobe Photoshop

EDUCATIONAL BACKGROUND

Bachelor of Science in Information Technology, University of the East Philippines, 2008-2012

Secondary Education Quezon City High School, Philippines 2004 - 2008

EMPLOYMENT HISTORY

Weavenet Intl. Inc., Tycoon Bldg., Ortigas Center, Pasig City, Philippines, January 2021 – November 2023

Project Supervisor

- Handle, Manage, and Supervise team on site
- On site survey before the installation and construction of the equipment
- Monitor project progress and deadlines
- Attending meetings with the client; making accomplishment reports of the project every day and submit to the client

NASAB, KOA Real Estate Development. LLC. Dubai, UAE, March 2019 – June 2020

Community Assistant/Animator

- Doing IT orientation for the members
- Operate office machinery, including photocopiers, scanners, telephone and computers
- Communicate with members, employees, and others to answer questions, address complaints and explain information
- Compile and maintain records of office activities, contracts and business transactions
- Obtain information to respond to requests by reviewing files, documents, and records
- Manage work schedules, calendars, and appointments
- Respond to membership application in email and Nexodus platform
- Create a new account for members and employees in Nexodus platform
- Assist members and employees in IT related concerns

ZTE Philippines, Ayala Ave., Makati City, Philippines April 2012 – October 2018

IT Assistant

- Installing and configuring Computer Hardware and Software
- Setting up peripherals such as printers and routers
- Answering help desk calls and emails regarding computer network and communication
- Maintaining and Repairing IT related equipment
- Worked with numerous Windows operating system, Microsoft word, excel, internet browsers.
- Tracking inventory and record of equipment

PERSONAL INFORMATION

Age : 33

Civil Status : Married

Date of Birth : August 17, 1990

Nationality : Filipino

Sex : Male

Visa : Tourist