



Joseph Enriquez

I am passionate about computer software, hardware and web design. My goal is to make my mark in digital media and tech spaces. I would love to work with people and companies who will give me an opportunity to flex my sleek and polished style. Reach out if you think we can create impactful work together.

Contact

Phone

+971 58 2506813

Email

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Address

Al Wazeer Bldg., Al Nahda,
Dubai, UAE

Education

2012
BS Information Technology
University of the East, PH

2008
Secondary Education
Quezon City High School, PH

Expertise

- Computer Software & Hardware
- Web Design
- Tech Support
- Operating Systems
- MS Office
- Customer Service Skills

Language

English

Tagalog

Experience

2021 - 2023

Weavenet Intl. Inc. | Philippines

Project Supervisor

- Manage and supervise team on site
- Site survey before the installation and construction of equipment
- Conduct toolbox meeting
- Monitor project progress and deadlines
- Attending meetings with the client
- Report daily activity to the project manager
- Operate micro trenching machine and other tools
- Making accomplishment reports of the project every day and submit to the client

2019 - 2020

NASAB, KOA Real Estate Development LLC | Dubai, UAE

Community Assistant/Animator

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

2012 - 2018

ZTE Corporation | Philippines

IT Assistant

- Installing and configuring computer hardware and software
- Setting up IT equipment and peripherals such as computers, printers, routers, server and CCTV
- Troubleshoot, repair and maintain IT related equipments
- Answering helpdesk calls and emails regarding computer network and communication
- Worked with numerous operating system; Windows and MAC
- Tracking inventory and record of equipments

Personal Information

AGE: 33

Nationality: Filipino

Visa Status: Visit Visa

Date of Birth: August 17, 1990

Civil Status: Married

Driving License: Philippines