




# FAITH ANGEL SEGUERRA

## IT ADMINISTRATOR/PRESALES

 [www.faithseguerra.com](http://www.faithseguerra.com)

### PROFESSIONAL QUALIFICATIONS

#### Certified Network Security Specialist (CNSS)

completed online course in International  
Cyber Security Institute U.K. 2020

#### Bachelor of Science in Information Technology

in La Consolacion College, Bacolod City, Negros Occidental,  
Philippines, 2013– 2017

### PROFESSIONAL EXPERIENCE

#### IT ADMINISTRATOR/PRESALES

#### EASY TOUCH TREADING OF EDUCATION MEDIA AND

#### MODELS – SOLE PROPRIETORSHIP

July 2, 2019 - PRESENT

Job in hand Project Handled:

- Musanada ( Emergency and Command Disaster Management Center)  
LED video wall and Signage
- Ministry of Presidential Affairs – Emirates National School Abu Dhabi,  
Al Ain and MBZ - Access Control System
- ADEK (12 Schools) – Interactive Laser Projector
- Al Shamka School (ADFSP Phase 7)– Low Current System (Structured
- Cabling, CCTV, Access Control, AV System and Public Address System
- ADNOC HQ - AV System

#### DUTIES & RESPONSIBILITIES

- Prepares Sales Reports, monitoring project pipelines and payment Invoicing to Clients.
- Portal Registration for Public and Private entities (ADNOC, Musanada, ADAC, DOF, MOF, Armed force and ADJD)
- Events Registration such as GESS Exhibition, Gitex Global and etc.
- Attend to customer requests for information on RFIs and RFPs completion.
- Prepares commercial and technical proposals, material submittals, operation maintenance and manuals.
- Proactively scopes the technical solution required to address customer requirements, assesses customers' met and unmet needs, and recommends solutions that optimize value for both the customer and the firm.
- Sending Inquiries to supplier/ getting the best price.
- Qualify and help close sales opportunities.
- Collating reports and record technical issues and solutions in logs.
- Responding in the timely manner to service issues and requests.
- Preparing Local Purchase Orders using Sage ERP System.
- Organize plans and project using Trello Management Software.
- Keeps company asset record.
- Develop and update administrative systems to make them more efficient.

### OBJECTIVE

To obtain a position in a leading corporate environment that offers growth and opportunities with committed and dedicated people where I can explore myself fully and allows me to utilize my skills and abilities.

### PERSONAL INFORMATION

Name : Faith Angel Seguerra  
Contact No.: 0561306903  
Driver License: Valid UAE Driving License  
Email: Faps09886@gmail.com  
Date of Birth: 28th Aug 1996  
Marital Status: Single  
Nationality: Filipino  
VISA Status: Employment Visa

### SKILLS

- A good team player
- Possess good organization skills
- Good in computer skills including MS Office, Outlook, Excel, Word, PowerPoint and Project
- Proficient in written and verbal communication skills
- Computer proficiency
- Creative graphic design
- Goal oriented and well-organized
- Experience of using programmes such as Photoshop, HTML, CSS, PHP and Database Systems
- Able to work accurately and productively
- Well versed with Windows, Internet application.

## VOLUNTEER EXPERIENCE OR LEADERSHIP

Philippine Society of Information  
Technology Students (PSITS)  
Firefox Student Ambassador at Mozilla  
Philippines Community

## CHARACTER REFERENCE

Available upon request...

## SECRETARY/IT ADMINISTRATOR

ECOTHERM CONTRACTING LLC

November 1, 2018- JULY 1 2019

- Corresponding in all emails
- Maintaining diaries and arranging appointments
- File and update contact information of employees, customers and suppliers
- Undertake occasional receptionist duties
- Installing and configuring computer hardware, software, systems, networks, printers and scanners
- Typing, preparing and collating reports
- Develop and maintain a filing system
- Monitoring and maintaining computer system and networks.
- Providing technical support across the company.
- Setting up accounts for new users.
- Repairing and replacing equipment as necessary.
- Resolve administrative problems.

## INTERNAL AUDITOR

GLOBE TELECOMMUNICATIONS

September 2017-March 2018

- Conducts Audit from store transaction in Globe System, CRM.
- Check and Validate Stores Compliance
- Ensures that Audit reports are prepared and accurate.
- Coordinating Internal and External Audits
- Managing day-to-day transactions
- Checking of Handset in the system using the IMEI code of the unit
- Eliminating waste and fraud

## FINANCIAL ADVISER

MANULIFE INSURANCE

June 2016 -August 2017

- Meeting with clients in person to discuss their financial goals.
- Explaining the types of financial service, we provide.
- Recommending investments to clients or select investment on their behalf and monitor client's accounts

## WEBSITE DESIGNER

AUDACITY STUDIO

APRIL 2015 – March 2016

- Writing and editing content
- Creating website layout/user interfaces by using standard HTML/CSS
- Meeting with clients to discuss requirements or/or project progress
- Determining technical requirements and updating websites
- Creating back up files and solving code problems
- Keeping up to date with recent technological and software developments

## PROFESSIONAL SKILLS

