

# Allen De Guzman

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♦E-mail Address: alen.deguzman@yahoo.com

**WORK EXPERIENCES:**

- Middle East Manpower Supply**  
**August 2016 - Present**  
**I.T Officer/Data Analyst**
  - Installing new and rebuilding existing servers and computers, configuring hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
  - Performing regular file archival and purging as necessary, creating, changing, and deleting user accounts per request, and procuring and inspecting newly acquired devices.
  - Installing software on workstations with specifications provided by users, ensure bi-weekly backup of the company server and providing daily support for basic IT needs, including setting up new users and managing backup, security, and passwords.
  - Installing attendance system for employees, training onsite staff how to operate new technology, and collaborating with different department heads on system requirements.
  - Implementing standard operating procedures for better office security and scheduling and ensuring daily backup of databases in case of unforeseen system crashes.
  - Performing daily system monitoring and troubleshooting hardware failures as needed.
  - Assisting in monitoring office network activities and testing new technology provided.
  - Advanced proficiency in spreadsheet software such as Excel or Google Sheets, data analytics and visualization.
  - Analyze large sets of data, identify trends, patterns, and insights, and create reports and visualizations that effectively communicate data insights to various stakeholders.
- Commission On Elections – Manila, Philippines**  
**Vote Counting Machine Technician**  
January 30, 2015 – July 6, 2016

**ACADEMIC QUALIFICATIONS:**

**AMA Computer Learning Center – Meycauayan, Bulacan, Philippines**  
**Bachelor of Science in Computer Science**

**CHARACTER REFERENCE:**

**Kriscelle Anne Blanco**  
**Middle East Manpower Supply – Abu Dhabi City**  
**Office Manager**  
Mobile Number: 050 588 9507

**Patrick Da Silva**  
**Middle East Manpower Supply – Abu Dhabi City**  
**HR OFFICER**  
Mobile Number: 050 733 6803

**Technical Skills:**

- **C, C++, C#, SQL, HTML, Python (Basics)**
- **Excel (Pivot Tables, Lookups, Power Query)**
- **SharePoint**
- **Microsoft Office Suite**
- **Server Administration**
- **Active Directory**

**Languages:**

- **English (Fluent)**
- **Tagalog (Native)**

**Achievements:**

- I have successfully implemented efficient warehouse procedures, utilizing my own developed basic inventory program that I created. This program effectively streamlined the process by consolidating supplier invoices and matching them to customer purchase orders, resulting in improved accuracy and productivity of the warehouse operations. This innovative solution allowed the warehouse to operate more efficiently and effectively, resulting in improved customer satisfaction. **(September 26 2019 – March 30 2019)**
- I have developed and currently maintain a comprehensive and sophisticated employee database for a company that outsources manpower to construction sites. This database serves as a central repository for all employee records and information, including documents and payroll data. This innovative solution I created allows for efficient and easy access to critical employee information, resulting in improved accuracy, productivity and compliance. It also serves as an essential tool for tracking employee progress, performance and compliance with legal and company policies. This database has become the backbone of the HR and payroll system of the company, improving their overall operations and service delivery to their clients.. **(April 2019 – Present)**

**PERSONAL INFORMATION:**

Age:	29 yrs. Old
Birth date:	September 23, 1993
Birthplace:	Olongapo City
Sex:	Male
Civil Status:	Single
Nationality:	Filipino
Height:	6`
Weight:	210 lbs.
Visa Status:	Residence Visa

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Signed,  
  
**Allen De Guzman**