PATRICK I.GARCIA

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Philippine Passport : P2293470B

CAREER OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

QUALIFICATION, SKILLS & ABILITIES

- Having a Friendly & Professional Manner
- Have the ability to listen to the customer needs
- Maintenance, Networking, Troubleshooting
- Routing and Switching, typing skills & skilled in using computer
- Excellent in Presentation, Communication and Interpersonal skills
- Excellent in Microsoft Applications(Word, Excel, Outlook & Powerpoint)
- Well organized, flexible, motivated, enthusiastic & fastlearner
- Skilled in CCTV installation, maintenance & troubleshooting

EXPERIENCE

October 2020 – April 2021   **Costumer Service / Costumer care / Attendant – GLOBAL VILLAGE**
Sheikh Mohammed Bin Zayed Road

- Clear Communication
- Interpersonal Skills
- Politeness/ Etiquette /Tact
- Complaint Resolution
- Building Costumer Loyalty and Trust

December 2019 – May 2020   **Technical Support / Office Assistant – KOSTER CLINIC (Partime)**
Umm Suqeim 3, Jumeirah Dubai, UAE

- Assisting Clinic Staff and Nurses
- Providing Office Supplies upon request
- Trouble Shooting of Computers

January 2019 – October 2019   **Costumer Service Representative/ Non-Voice Agent – TELEWORKPH**
Baliwag, Philippine

- Data Entry
- Email Chat Handling
- Positive Attitude
- Computer Knowledge
- Ability to Multi Task

March 2017 – December 2018	**Technical Support – FERNANDEZ COLLEGE**
	Baliwag, Philippine

- Monitoring Database Hardware/ Software from time to time
- Diagnosed and troubleshoot windows processing problems
- Installing and repairing internet connections, computers / laptops
- Monitor and maintain the computers, server, system and networks
- Installing of CCTV camera, debugging & maintaining DVR such as security and configurations

EDUCATION

2014 – 2018	Tertiary –	**(BSCS) Bachelor of Science in Computer Science**
		Philippine

2010 – 2014	Secondary -	**(SJS) Saint John School**
		Philippine

SEMINAR and TRAININGS

2020   **(EAIC) Emirates International Accreditation Centre**
Dubai, UAE

2019   **BARISTA (NC II) TESDA**
Philippine

2018   **Philippine Youth Congress in Computer Science/ Information Technology**
Philippine

2018   **Computer System Services (NC II) TESDA**
Philippine

PATRICK I. GARCIA
APPLICANT