

Applicant Name: **Liesle B. Biojon**



PERSONAL INFORMATION

Date of Birth: 01/19/1987 Birthplace: Alaminos, Pangasinan
Weight: 56 kg Religion: Roman Catholic
Age: 35 Gender: Female
Height: 5'4" Civil Status: Married
Passport No.: P1527441C Date Issued: 09/02/2022
Expiry Date: 09/01/2032

EDUCATIONAL INFORMATION

Education	Inclusive Year/s Attended	Name of School/College	Course
College	2003-2007	EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY	Bachelor of Science in Office Administration
High School	1999-2003	Colegio San Jose de Alaminos	Secondary
Elementary	1993- 1999	Polo Elementary School	Primary

EMPLOYMENT INFORMATION

1. **Company:** INFORMATION PROFESSIONAL INC.,
Address: 7th Floor, Arcadia Building, 860 Quezon Ave, Diliman, Quezon City, 1103
Position: Technical Administrator
Dates: February 2019-Present

DUTIES AND RESPONSIBILITIES

- Attend phone calls for Data Center/customer inquiry/concerns
- Access pass acknowledgement, processing and closing Data Center (DC) sites and must processed within declared acknowledge request within an hour and request should be processed within 24 hours (SLA)
- Onsite support to internal teams and customers
- Daily, weekly and monthly report submission to Internal teams
- Assisting customers

2. **Company:** CENTRALIZED CLOUD COMPUTING INTL. INC.,
Address: Magallanes, Makati City
Position: Technical Administrator
Dates: August 2016- January 2019

DUTIES AND RESPONSIBILITIES

- QA/Audit of ARS (Access Request) if it is already implemented by Systems Admin using UNIX Platform.
- Checking the /etc/max_session.lts using Unix Platform
- Checking the ctm_full_names in SQLplus
- Preparation of ARS Report
- Responsible to coordinate to the SMD and SMO against their request of ARS.
- Responsible to request Access Pass for the personnel's who enter in the Data Center
- Assign Control No. Of CCCI OR and Incident report
- Responsible to Monitor and Inventory of the Supplies
- Checking the Schedule and compute the OT's/Schedule of CCCI Employee against their timecards.
- Responsible to Accept/Pull out the Equipment such as Computer, Rack, Server, Router, Switch etc.

3. Company: SW CORE PETROLEUM INC.,
Address: Quezon City
Position: Asst. Operation Admin / Office Staff
Dates: August 2015-June 2016

DUTIES AND RESPONSIBILITIES

- Preparing Sales and Inventory Report (5 SW CORE PETROLEUM STATIONS)
- Preparing Estimated Order Product
- Updating P.O Clients (Payments and Transactions)
- Filling Dipstick Inventory, Price Monitoring, Daily Monitoring of LPG Tank / Pressure, Summary of Sales, Service Job Order, Fuel Delivery Report and Daily Transmittal of Documents
- Consolidating Fuel Delivery Report and attached to Purchase Order
- Answering Incoming calls

4. Company: TYCO INFORMATION SOLUTIONS CORP.
Address: Magallanes, Makati City
Position: Technical Administrator
Dates: September 2014- March 2015

DUTIES AND RESPONSIBILITIES

- QA/Audit of ARS (Access Request) if it is already implemented by Systems Admin using UNIX Platform.
- Checking the /etc/max_session.lts using Unix Platform
- Checking the ctm_full_names in SQLplus
- Preparation of ARS Report
- Responsible to coordinate to the SMD and SMO against their request of ARS.
- Responsible to request Access Pass for the personnel's who enter in the Data Center
- Assign Control No. Of JV OR and Incident report
- Responsible to Monitor and Inventory of the Supplies
- Responsible to answering all Incoming and Outgoing Calls Checking the Schedule and compute the OT's/Schedule of JV Employee against their timecards

5. Company: MIROF RESOURCES INC.
Address: PhilCox Building, 172 Salcedo, Legazpi Village, Makati, Metro Manila
Position: BOOKING AGENT
Dates: May 2007-May 2014

DUTIES AND RESPONSIBILITIES

- Responsible to bid technical equipment needed per program
- Responsible to make RFR (Request Rental Form) and process for supplier payment
- Checking technical quotations per bid
- Responsible to Monitor e-mails coming from clients and suppliers
- Responsible to Monitor and Inventory of the Supplies
- Responsible to answering all Incoming and Outgoing calls

HIGHLIGHTS OF QUALIFICATION/CAREER RELATED SKILLS

- Computer Literate (MS Word, excel, PowerPoint and database)
- Typing skills with an average of 40 words/min and 90% accuracy
- Can work with a minimum supervision and has excellent leadership and interpersonal skills; always willing to learn and work well individually or in group.
- Has proven ability to multi-task; detail-oriented, resourceful, creative and assertive
- Work well under pressure as part of the team
- Responsible, efficient, and flexible
- Ability to work in a fast-paced, intense environment smoothly
- Physical fitness level that will allow for quick movement

TRAININGS AND SEMINARS

Title	Presided by
PHILIPPINE ASSOCIATION OF STUDENTS IN OFFICE ADMINISTRATION	Pasig Catholic College
SIKAT ANG PINOY FORUM 1	Starmall, Edsa

KNOWN LAGUAGES

Language	Speak	Read	Write
Tagalog	YES	YES	YES
English	YES	YES	YES

CONTACT DETAILS:

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Permanent Address: 324N Alta Vista Homes Sta. Quiteria Baesa, Caloocan City, Philippines