

ROMMEL RODRIGUEZ LAZARO

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OBJECTIVE:

To secure a challenging position in a reputed organization where I can apply my skills, expand my knowledge and contribute to the success of the company.

SUMMARY OF SKILLS:

- Knowledge in Networking, Cabling, IP Phones, Microsoft Office, Adobe CS5, CCTV Camera System, Biometric System, Magnetic Access Card System and Assembling Computer.
- Can install software, hardware, troubleshoot and repair desktop/laptop.
- Experienced in speedily understanding how systems are used to be able to provide competent and efficient support.
- Exceptionally dedicated, motivated, passionate and well-organized.

WORK EXPERIENCE:

Support Engineer (Motors Division)

June 2008 – Dec. 2021
Ali & Sons Holding LLC
Abu Dhabi, UAE

I was responsible for:

- Providing support for Server/Desktop and Software Applications (DHCP, DNS, Active Directory, SAP, Windows Operating System, MS Office 365, PPN Portal, Triage, TKP, PET, Cisco, Nortel and Avaya, Manage Engine Service Desk, Kaseya, etc.).
- Support for Active directory access permissions related issues.
- Managing the biometric system and magnetic door access system.
- Diagnosing, analyzing and resolving user Desktop, Laptop and handheld devices software and hardware issues.
- Recommending, purchasing and configuring Desktops, Laptops, handheld devices and computer related equipment.
- Maintaining software and hardware inventory records.
- Providing daily support for copiers, printers and fax machines.
- Diagnosing software and computer problems for all users.
- Troubleshooting and fix windows Operating System problems.
- Installing cable connection, patches & setting up hardware.
- Making sure that anti-virus software is installed, properly configured, regularly updated and working properly on all PC and server stations.
- Diagnosing & troubleshooting hardware failures and replacing parts if necessary.
- Checking new computer equipment and install as expected.
- Maintaining wired and wireless networks, IP Phones, CCTV Camera.
- Setting and maintaining back up system for file servers and in-office desktop computers.

Computer Maintenance/Administrative Assistant

April 2007 – April 2008
Conradiance Enterprises Corporation
Cabanatuan City, Philippines

I was responsible for:

- Monitoring network, PC, Spy ware and virus.
- Repairing PC (O.S. Software, Hardware).
- Performing other duties such as: filing documents & answering telephone calls/queries.

Data Encoder

December 2004- April 2007
Concern Enterprises Corporation
Cabanatuan City, Philippines

I was responsible for:

- Responsible for purchasing stocks.
- Recording & monitoring Stock Transfer Slip, Retrieval Notice & Purchase Return Slip.
- Monitoring monthly inventory, warehouse and van truck.
- Updating sales transactions daily and filing all the documents.
- Issuing invoice and arranging delivery of goods/products.
- Providing daily, weekly and monthly reports.

EDUCATION:

Bachelor of Science Major in COMPUTER ENGINEERING

Graduated October 2001
WESLEYAN UNIVERSITY – PHILIPPINES
Cabanatuan City, Philippines