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John Jay Amodia Amarrador

Field of Specialization and Key Competencies

- Office Administration and Management
- Project Coordination and Development.
- Procurement and Logistics.
- CCTV/PA System/ Data Points Supervision.
- System Design, Consultancy and Advisory.
- System Integrator and Transition.
- Server Monitoring and Maintenance.
- Mobile Setup, PC Synchronization and Configuration.
- Bookkeeping and Accounting System.
- Relational Database and File Management.
- Web Design and Development.
- Mobile Application Development
- Programming in any Windows platforms.
- Instructor and I.T. Lecturer.
- Graphics Designer and Layouting.
- Computer Troubleshooting, Internet Applications and Network Configuration.
- Shorthand Skills and Stenography.
- Coaching Robotics

Extensive I.T. Skills

- **Operating System**
DOS, WinXP/NT, Windows AdvancedServer 2003, WinVista, Win7 32-bit and 64-bit, Win8, Win2010, MacOS
- **Desktop Applications**
Microsoft Office – Word, Excel, PowerPoint, Outlook, Corel, Adobe Photoshop, Adobe Illustrator, Lotus Mail, Adobe InDesign, Office 365, Microsoft Teams, Gotomeeting
- **Programming Languages**
Visual Basic, Visual FoxPro, Visual C++, C/C++, Pascal, Assembly, VBA Macros, Swift
- **Relational Database Management System**
Microsoft Access, SQL 7/2000/2008, FoxPro, Crystal Reports, Oracle, SQL Plus, Split Database, SQL Developer
- **Reporting Tools**
Brio Designer, SQL Developer, Crystal Reports
- **Web Design and Development/Scripting**
HTML, Microsoft FrontPage, FlashMX, JavaScript, VBScript, Basic on PHP, Basic knowledge in Macromedia Dreamweaver, Microsoft Expression, WebPlus Professional, Adobe Flash
- **Mobile Application Development**
AppMaker, App Builder, Como, HTML5-Maker, GIF Maker and Animation, Xcode, Swift
- **Computer Maintenance and Networking**
Hardware-Software Installation, Troubleshooting and Maintenance, Network Configuration on LAN and Router/Modem Configuration and Access Points, Active Directory Servers, MS Exchange Server and Application Server, Remote Access and Administration.
- **Other Specialized Programs**
Peachtree Complete Accounting, MYOB, AutoCAD 2008, Tally ERP 9, Sage AccPac, LEGO and Robotics

Experience

IT Administrator (July 2019 – present)

Charilaos Apostolides (Bahrain) WLL / Chapo Aradous – Joint Venture

Project: AL SAHEL HOTEL AND RESORT/JUMEIRAH HOTEL

IT Department

Al Mumtalah, Zallaq, Kingdom of Bahrain

- Setup and configure new desktop and laptop for new joiners.
- Check and rectify hardware and software issues.
- Develop company mobile app, web directory and helpdesk program.
- Supervising, mentoring and support users by knowledge transfer and some IT issues.
- Managing printers and plotters.
- Monitoring and manage network servers and Active Directory.
- Upgrading, installing, and configuring hardware and software.
- Administering Office365 users and managing Distribution List.
- Technical Support for all business and client meetings.
- Setup and support Microsoft Team on each user.

Computer Teacher (January 2019 – June 2019)

AMA International School Bahrain

High School Department

Salmabad, Kingdom of Bahrain

- Preparing weekly lesson plans align from curriculum map.
- Submitted Monthly Forecast in relation with the development of lesson plans.
- Teach Adobe Flash, Adobe InDesign, Swift Programming Language.
- Classroom Management and Orderliness
- Constant communication with parents with regards on student progress report.
- Dealing with co-teachers for the necessary development of students.
- Manage classroom design and observation.
- Supervise classroom attendance and exams.
- Serve as coach for WRO (World Robotics Organization) and won in National Category

IT Project Coordinator/Procurement Officer/System and Data Analyst (December 2014 – December 2018)

AL RASHID GROUP – division partner of LANDMARK GROUP

IT Department

Al Saffar House, Seef District, Kingdom of Bahrain

ARG Warehouse, Hidd Industrial Area, Hidd, Kingdom of Bahrain

- Managing attendance system for Bahrain territory and any related database issues.
- OrPOS and GDMS Application support.
- Handling WMS (Warehouse Management System) and any related logistic issues.
- Handling projects and coordinating with vendors.
- Managed to supervise new store opening and store renovations.
- IT supports in several locations and rectify issues remotely.
- Creating LPOs based from approved quotation and process Capex for new requirements.
- Disseminate and distribute IT Task respectively on each IT individual in the group.
- Communicate proactively on each store managers and personnel.
- Supervise and monitor installation for PA systems, CCTVs, Batelco lines, MPLS line and other related IT Tasks.
- Monitor invoices and deliveries of all ordered items.
- Meeting with vendors for IT related requirements.
- Build internal application program (P@LMS) for Property and Leasing Management System.
- Generate DSR from LANPOS and ORPOS and developed VBA Macro programs to support staff requirements.
- Develop Checkwriter in VBA platform. Responsible on handling IT Department petty cash. Developed Web Portal as web link and mobile application on each Concept.
- Developed ARGEMS as company system for registration on each event.
- IT Support for all WMS activities.
- Generating In-Transit Reports for all concepts and store wise level.
- Monitoring WMS Backup.
- Managing stock count activities and submitting variance report to management level.
- Handling Attendance Management System for all locations.
- Generates negative inventory report, outbound inventory, Sales and COGS and all related reports for top level management.

IT Software Lead (November 2013 – November 2014)

AL KOB AISI GROUP OF COMPANIES

IT Department – Software Division

Dry Dock, Hidd Industrial Area, Asry, Kingdom of Bahrain

- Conduct Feasibility studies for all division of Al Kobaisi; Block Factory, Nofa Marine, Ready Mix, Precast and Concrete, Car Rentals and other department.
- Implemented Block Factory Operational System. Assists in the planning, design, documentation, and implementation of various systems to include desktop PC's, servers, network equipment and software applications.
- IT Support for all division.
- Create and implemented IT Online Helpdesk as ticketing system for IT Department.
- Implement Tally System on each division for Accounting Entries and Financial Reports.
- Maintaining Al Kobaisi Motors systems, Al Kobaisi Car Rental System in MCA and Oracle platform.
- Assisting all staff on using Microsoft Office and other software for staff training and development.
- Maintaining emails on all divisions and attending requests from the user's requirements.

IT Administrator (November 2008 – November 2013)

International Trading and Investment Co., W.L.L. (ITICO, WLL)

Global Real Estate Co / Enshaa Real Estate Development

OneBahrain – Icon Tower

Admin-IT Department

P.O. Box 5780, Hisham Park, Sa'ar, Kingdom of Bahrain

- Assists in the planning, design, documentation, and implementation of various systems to include desktop PC's, servers, network equipment, and software applications.
- Server Maintenance for Domain, Application and Exchange Servers. Managing company properties and buildings network and systems.
- Makes recommendations for new equipment and services to purchase and works with various vendors for procurement.
- Perform on-site and remote technical support.
- Assist in the organization and inventory of all hardware and software resources.
- Maintains excellent communication with the Management on all tasks and projects.
- Designs, installs, upgrades, configure, and repairs local and wide area network hardware and infrastructure.
- Keep abreast of IT technology, maintain library of information.

IT Administrator / IT Lecturer / Technical Support (February 2008 – October 2008)

The Gulf Academy/Arab Business Consultant

Admin-IT Department

P.O. Box 10333, Manama, Kingdom of Bahrain

- Design and Layout brochures, billboards and course outline.
- Teaches MSOffice Application Program.
- Administer and maintain company computer and other peripheral devices.
- Updates course outline and curriculum.
- Build presentations for Client Meeting and Appointments.

IT Officer (May 2007 – January 2008)

Pelican Express, Inc.

IT Department

2014 San Marcelino St., Malate, Manila, Philippines

- Design and develop Company Internal System for Track and Trace of Mailers and Cards.
- Develop Company Speedcollect System by Citibank Requirements.
- Support staff in all related IT issues.

MIS - System Administrator (March 2006 – May 2007)

KAISER International Healthgroup, Inc./International Marketing Group (IMG)

Management Information System Department

Ground Floor Kings Court 1 Bldg., 2129 Don Chino Roces Aven., Makati City, Philippines

- Configuring Network and Internet connections.
- Maintaining the current system database to extract in various ODBC.
- Serve as IT personnel in absence and unavailability of IMG-IT Dept. Technical Assistance and maintenance of computers.
- Layout and Print tarpaulin, posters, brochures and related print materials.

Senior I.T. Programmer (November 2004 – February 2006)

Min & Family Global, Inc./Majestic Forte Global, Inc./Family S&G Global, Inc.

Information Technology Department

3202 D-F West Tower, Phil. Stock Exchange Bldg., Exchange Road, Ortigas, Pasig City, Philippines

- Responsible in Point Marketing System Maintenance.
- Configuring Network and Internet. Develop POS System with corresponding Point Value for Members Commission.
- Technical support on Shop and Gain Convenience Store.
- Managing and Monitoring on Shop and Gain POS System.

Information-Communication Technology Specialist (February 2003 – November 2004)

ManilaVoice.Com, Inc.

Head Office – Suite 910 West Tower, Phil. Stock Exchange Bldg., Ortigas, Pasig City, Philippines

Research and Development Center - 10/F 1184 Benlor Bldg., QuezonAven, Quezon City, Philippines

- Responsible in system design and development.
- Develop systems specifically accounting.
- Conduct system analysis in various clients.
- Provides software and hardware installations and solutions for clients.

Software Instructor (June 2000 – September 2002)

AMA Computer Learning Center – España, Manila

Academic Department

2/F New World Bldg., P. Paredes St., corEspaña, Manila, Philippines

- Handling Visual Programming and Web Development.
- Serve as Trainer in MOUS Training Program. Teach C-Language, System Analysis and Design, and Software Development.
- Support Admission Officer in conducting outreach program.

Systems Developed

ARGEMS (Event Management System)
(Visual Basic/MSAccess/SQL)

AI Rashid Group p@lms (Property and Leasing Management System)
(Visual Basic/MSAccess/SQL)

AI Kobaisi Group e@sy (Enhanced Accounting System)
(Visual Basic/MSAccess/SQL)

ITICO Properties, Resources, Information n' Communication Enhancement Systems (PRInCESs)
(Visual Basic/MSAccess/SQL)

Pelican Express Internal System Track and Trace Program
(Visual Basic/MSAccess/SQL)

Pelican Express Internal System SpeedCollect Program(Visual Basic/MSAccess/SQL)

KAISER HealthCare System (Visual Basic/MSAccess/SQL)

POS System on Shop & Gain Convenience Store (Visual Basic/SQL/Access)
Family S&G Global, Inc.

Point Marketing System for PLAN ABC (Visual Basic/MSAccess/SQL)
M&F Global, Inc.

General Accounting System for Cooperatives(Visual Basic/MSAccess/SQL)

Koopbook-Accounting Solutions for Cooperative

Customized Financial Management System

AVON Independent Managers Multi-Purpose Cooperative (Visual Basic/MSAccess)

National Food Authority Multi-Purpose Cooperative (Visual Basic/MSAccess)

San Felipe Neri Savings and Credit Cooperative (Visual Basic/MSAccess/SQL)

Ateneo Information Technology Institute (AITI) (Visual Basic/SQL)
Enrolment and Registration System

Examination Taken/Eligibility

Professional Regulation Commission
Licensure Examination for Teachers

November 7, 2000

LET Number # 0663287

Seminars and Training's Conducted

"Emerging of Current Trends on Information Technology Job Market in the Public-Private Sector"

July 10, 2004

AMA Computer University – Pasig Campus, Philippines

"Seminar on Information Technology for Manila Public Teachers"

March 2/9, 2002

AMA Computer Learning Center - España, Manila, Philippines

"Web Page Design and Development"

April 23, 2001

Centro Escolar University - Mendiola, Manila, Philippines

Education

B. S. Industrial Education major in Computer Education

Technological University of the Philippines – Manila (June 1996 – March 2000)

Ayala Blvd., Ermita, Manila, Philippines

- Dean's Lister for Academic Excellence
- Recipient, Ramon Magsaysay Foundation

B. S. Business Administration major in Accounting

University of the East – Kalookan

(June 1994 – March 1996)

Samson Road, Caloocan City, Philippines

F. G. Calderon Integrated School

(June 1984 – March 1994)

Hermosa St., ManuguitSubd., Tondo, Manila, Philippines

Seminars and Training's Attended

"Coach – WRO (World Robotics Organization) – Local Competition – Champion"

March 20-24, 2019

Riffa Sports Stadium, East Riffa, Kingdom of Bahrain

"Warehouse Management System"

March 13-16, 2016

ARG Training Center, Marina Mall, Manama, Kingdom of Bahrain

"Global Delivery Management System"

March 16-17, 2016

ARG Training Center, Marina Mall, Manama, Kingdom of Bahrain

“Local Area Network”

August 2002

AMA Computer Learning Center - España, Manila, Philippines

“Computer Fundamentals & Effective Word Processing”

April 24, 2002

Aptech Computer Education - España, Manila, Philippines

“Train the Trainer Program - Microsoft Outlook 2000/XP”

September 14, 2001

AMAComputerCollege - San Miguel Avenue. Ortigas Center, Mandaluyong City, Philippines

“Train the Trainer Program - Microsoft PowerPoint 2000/XP”

September 13, 2001

AMA Computer College - San Miguel Avenue, Ortigas Center, Mandaluyong City, Philippines

“Train the Trainer Program - Microsoft Access 2000/XP”

September 10-12, 2001

AMA Computer College - San Miguel Avenue, Ortigas Center, Mandaluyong City, Philippines

Personal Data

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|-----------------|---|
| Birth Date | :November 28, 1977 |
| Birth Place | :Manila, Philippines |
| Civil Status | :Single |
| Mother's Name | :Nelly L. Amodia vda. Amarrador |
| Father's Name | :RodolfoAmarrador y Antiquerra (Deceased) |
| SSS Number | :33-2819440-4 |
| TIN Number | :208-083-369 |
| PhilHealthNo | :01-050121184-8 |
| HDMF No. | :00-21728104-04 |
| Height/Weight | :5'6"/140 lbs. |
| Passport Number | :P2360789A |
| Passport Expiry | :18 March 2022 |
| Bahrain CPR | :771130864 |

Character References

Available as per Request