



# AL ALEJANDRO

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## GET IN CONTACT

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## PERSONAL PROFILE

Computer Technician with technical background and excellent client service record. Adept at explaining complex technical concepts and processes to clients and non-technical staff in a clear and understandable manner. Able to multitask effectively and bring several simultaneous installation and repair projects to completion with full accuracy and efficiency.

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## OTHER SKILLS

- Expertise in Microsoft Office (Word, Excel, Powerpoint)
- Social Media management
- Detail oriented
- Excellent problem solver

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## EDUCATION HISTORY

### STI COLLEGE – KALIBO

Computer Programming 2004 – 2006

### ALTAVAS NATIONAL SCHOOL

Graduated Class of 2004

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## WORK EXPERIENCE

### COMPUTER TECHNICIAN | SALESMAN | ADMIN ASSISTANT

ELECTRONICS WORLD CO. WLL – MANAMA, BAHRAIN | MARCH 2016 – Present

- Installation and troubleshooting of desktops and laptops
- Desktop and laptop support
- Offering technical support to customers on-site or via phone or e-mail
- Welcomes customer by greeting them and offering them assistance
- Serves customers by helping them select our IT-related and electronics products
- Managing social media accounts
- Managing LMRA and SIO accounts

### COMPUTER TECHNICIAN | SALESMAN

ELEGANT COMPUTER – MANAMA, BAHRAIN | NOV 2009 – MARCH 2016

- Installation and troubleshooting of desktops and laptops
- Desktop and laptop support
- Offering technical support to customers on-site or via phone or e-mail
- Welcomes customer by greeting them and offering them assistance
- Serves customers by helping them select our IT-related products
- Managing social media accounts

### COMPUTER INSTRUCTOR

FONTSMART COMPUTER ARTS AND TRAINING SERVICES, PHILIPPINES | 2008 – 2009

- Assigned as instructor conducting lectures on basic computer operation to professionals, non-professionals, schools youths, out-of-school youths and any interested individual who wants to be computer literate.
  - Motivating them to face the challenge of this competitive world through ICT
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