

AL BRYAN TACLAP

IT ADMINISTRATOR / ADMINISTRATIVE MANAGEMENT

Highly organized IT Administrator with 16 years of IT-related experience, including 10 years in Qatar and 7 years in administrative management. Seeking to leverage extensive technical expertise and leadership skills to enhance organizational efficiency. Proven ability in managing IT infrastructures, network administration, and team coordination. Committed to implementing effective solutions that improve productivity and support the overall goals of the organization.

EXPERIENCE

IT ADMINISTRATOR 2022 - PRESENT

AL MANA VENTURES & AL MANA INVESTMENT

As an IT Administrator, I optimized the IT infrastructure, managed servers and networks, ensured security, and handled technical support. I also oversaw data backups, enforced IT policies, coordinated with vendors, and provided user training. Additionally, I worked on and maintained the company's website, managed the email, and handled graphic design tasks.

IT / EXECUTIVE SECRETARY 2015 - 2022

QATAR GREEN LEADERS

As an IT/Executive Assistant, I am responsible for providing comprehensive technical support and administrative assistance to the executive team. My role involves managing and troubleshooting hardware and software issues to ensure seamless operation of IT systems. By combining technical expertise with organizational skills, I support the executive team in driving strategic initiatives and enhancing overall operational efficiency.

IT / COMPUTER INSTRUCTOR 2009 - 2015

OUR LADY OF TRIUMPH INSTITUTE OF TECHNOLOGY

As an IT Administrator and Computer Instructor, I managed IT systems, ensured network security, and provided technical support. I also developed and delivered training programs to enhance users' IT skills and troubleshoot issues effectively, ensuring smooth operation and improved technical proficiency across the organization.

EDUCATION

MISAMIS UNIVERSITY 2003 - 2007

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Graduated with a Bachelor's degree in Information Technology from Misamis University, Philippines, where I developed a strong foundation in network administration, system security, and software development. My education equipped me with essential skills in technical support, and IT project management, preparing me for a successful career in technology.

JOSE RIZAL STATE UNIVERSITY 2013 - 2015

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

Undergraduate coursework towards a Master's degree with a major in Information Technology at Jose Rizal State University, Philippines. My studies focused on advanced IT concepts, including network security, data management, and systems analysis, enhancing my expertise in technology and strategic IT solutions.

HOBBIES



Music



Swimming



Bowling pins



Photography



Cycling



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PERSONAL

Birthday : 29th December 1986
Relationship : Married
Nationality : Filipino
Languages : English, Tagalog, Cebuano

SKILLS

Communication

Creativity

Teamwork

Leadership

Teampayer

SOFTWARE

PHOTOSHOP

ILLUSTRATOR

INDESIGN

MS OFFICE

WORDPRESS

ADOBE PREMIERE

REFERENCE

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