



ALLANWIN SORIANO FLORES

PERSONAL INFORMATION:

Age: 32 years old
Gender: Male
Nationality: Filipino
Date of Birth: July 30, 1988
Place of Birth: Isabela, Philippines
Religion: Christianity
Marital Status: Married

PROFILE

Strong background experience as an IT Professional with 6 years experienced. A logical thinker who handle Computer Hardware Maintenance & Web Designing & Development Graphic Designing, Video Editing knowledgeable also in Android Programming implement fixes and investigate problems. Always motivated to learn and to study new technology to achieve the set goals. I am reliable, trustworthy, and enthusiastic to work.

CONTACT

ADDRESS:
Abu Dhabi City, United Arab Emirates

PHONE:
+971 55 2084517

EDUCATION

Isabela State University - Cauayan City Campus, Isabela, Phils.
Master of Information Technology, (2015 - 2018)
Masters Thesis: Decision Support System for Goat Semen Using Android Apps

Isabela State University - Main Campus, Isabela, Philippines
Bachelor of Science Information Technology, (2010 - 2014)
Undergraduate Thesis: Attendance Monitoring System Using RFID (Best Undergraduate Thesis)

UAE WORK EXPERIENCE

Art Central for Fine Artworks & Picture Framing LLC – Graphics & Multimedia Designer

Ground Floor, Shams Boutik, Sun Sky Tower Al Reem Island, Abu Dhabi, United Arab Emirates
November 2020 – Present

Duties and Responsibilities

IT and Website Support Role:

- Design and develop an e-commerce website using PHP, CSS, HTML.
- Troubleshoot websites error and database error.
- Troubleshoot desktops, printer and internet.
- Manage SEO and user engagement and suggest content optimization
- Integrate Vend (Point of Sales System) using API.
- Integrate Lyve shipping system using API and service mapping.
- API Testing in using JSON platform.
- Integrate Telr payment gateway.
- Updating or publishing products using Vend POS to Woocommerce.
- Bulk edit products of website.

District Marketing FZ LLC - Office Manager
TwoFour54, Abu Dhabi, United Arab Emirates
July 2019-November 2020

Duties and Responsibilities:

Manager role:

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying

- trends.
- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff.
- Coach. Mentor and discipline office staff.
- Keeps secrecy and confidentiality of all office transactions.
- Monitor and maintain office supplies inventory.
- Overseeing general office operation. Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers. Coordinating appointments and meetings and managing staff calendars and schedules.

IT and Web Support role:

- Designs and develops website using WordPress.
- Troubleshoot websites hosting, domain errors.
- Troubleshoot computer workstations, printer and internet.
- Support office staff making forms for clients.
- Assist end-users with the system and software functionality and with technical issues.
- Setup MS Outlook, troubleshoot common errors in mail.

LINKEDIN:

<https://www.linkedin.com/in/allanwin-flores-3919b0172>

EMAIL:

allanwinflores@gmail.com

PROFESSIONAL SKILLS



Wordpress



Adobe Photoshop



MS Office



MS Outlook



Filmora 9



HTML5



JSON



Oracle



SAP Ariba

REFERENCES:

- Available upon request.

Social Media Management role:

- Design and create creative video and image post for social media platforms such as Instagram and facebook.
- Manage and oversee social media content,
- Stay upto date with latest social media best practices and technologies.
- Monitor SEO and user engagement and suggest content optimization.
- Manage all social media channels such as Facebook, Instagram, LinkedIn

Graphic and Video Designing role:

- Perform video editing using Filmora 9.
- Design and create a creative photo using Adobe Photoshop, Illustrator.

Marketing Executive role:

- Produce creative content, including videos and blog posts.
- Run social media channels such as Instagram and Facebook.
- Develop relationships with the key stakeholders, both internal and external.
- Support the accounts manager in delivering agreed activities.
- Communicate with the target clients and build and develop customer relationship.
- Help with marketing strategies, advertising, direct marketing and campaigns.
- Gather required data for quote preparation.

PHILIPPINES WORK EXPERIENCE

**Aloha Pharmacy and General Merchandise - IT Support Manager
January 2018-September 2018**

- Organizes support, troubleshooting, and repair for IT equipment and networks.
- Monitors online security for users and networks and takes appropriate steps to address security breaches if necessary
- Establishes relationships with technology and component vendors.
- Oversees IT support department staff, including education, training.
- Advises human resources colleagues on staffing needs and participates in the hiring and training process.
- Manages departmental budget and tracks spending on equipment and staff.
- Develops and maintains emergency plans to address equipment, power, or security failure to ensure preservation of technology and data.
- Ensures all users benefit from effective technology.
- Providing technical support on site or via phone or e-mail.

Puregold Price Club, Inc. IT Technical Support Staff
May 2016–October 2016

- Responsible in the implementation and continual maintenance of company's information system.
- Assist end-users with the system and software functionality and with technical issues.
- Diagnosing / Analysis of software and hardware faults.
- Accurate and timely execution of MIS process of minimize backlogs.
- Providing technical expertise to assist subordinates in the execution of their roles.
- Maintaining and monitoring / auditing of hardware.
- Creating and monitoring system users.
- Performs data backup and database cleanup.
- Participate and provide technical support to setup computer and other peripherals of newly open store/branch.
- Maintaining and monitoring of CCTV.

Isabela State University IT Support Staff
September 2014–June 2015

- Assigned to check the purchase order and delivery receipt or official receipt of the computers and other related peripherals and software.
- Assigned to check the IT hardware and software equipment.
- Managed to encode the inventory files to computerized inventory system.
- Managed the condemned IT equipment's.
- Managed to update the inventory system