



CHERUBIM N. DOQUE

Bagtican, Maasin City, Southern Leyte
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CAREER OBJECTIVE:

To perform the task in the best way I can, to improve my skills and obtain more knowledge while doing the job, and to show whatever is within my inner self through sharing with others my abilities and capabilities that we both gain in the end.

PROFILE:

- Highly experienced in troubleshooting Computer Hardware, Software, Networking and Systems administration.
- Knowledgeable in MSOffice such as MS Word, MS Excel, MS Power Point, Internet applications and other computer applications.
- Good communication skills both verbal and written
- Versatility and adaptability to individuals in the work environment
- Ability to set priorities at work, independent, and organized.
- Good analytical skills. Excellent teamwork and work ethics.

EDUCATION:

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (2012-2013)
BOHOL ISLAND STATE UNIVERSITY - BALILIHAN CAMPUS
BALILIHAN, BOHOL

ELIGIBILITY / TRAININGS AND CERTIFICATES

CIVIL SERVICE PROFESSIONAL PASSER – MARCH 26, 2023
CIVIL SERVICE SUB-PROFESSIONAL PASSER – AUGUST 7, 2023
Fortinet Certified Associate in Cybersecurity
Fortinet Certified Fundamentals in Cybersecurity
Fortinet Certified Fortigate Operator

EMPLOYMENT:

Colonnade Supermarket- Colon and Mandaue

Subsidiary of Alturas Group of Companies

82-Colon St., Cebu City/ B. Ceniza St., Corner P. Gomez St. Centro Mandaue City

June 10, 2013 – February 15, 2019

SENIOR IT SUPPORT TECHNICIAN

- Provide network installation LAN and WAN system connections and terminations.
- Repair and troubleshoots computer hardware and software problems.
- Provide (PMS) Preventive Maintenance Services for POS Terminals including Grocery retail and wholesale, to fully maximize the operations.
- Provide training of cashiers for POS transactions
- Does backup files every day to secure it from corruptions and damages.
- Provide advice and assistance to users on the functional features of software.
- Ensure all IT equipment's are in proper order and running properly.
- Maintain Servers and Databases of the company.

PRINCE RETAIL GROUP OF COMPANIES

Corporate/Head Office – Tipolo, Mandaue City, Cebu

February 18, 2019 – February 14, 2024

SENIOR CLIENT SUPPORT SPECIALIST

- Technical Support, Troubleshooting and Installation.
- Hardware Monitoring and Maintenance.
- Repairs and recovers from hardware or software failures.
- Performs network installation and troubleshooting.
- Verifying the integrity and availability of all hardware, server resources, systems, and key processes.
- Analyzes user needs and provide appropriate technical training support to all users of company equipment, POS and other hardware resources.
- AD (Active Directory) administration
- Networking (DHCP, DNS, WAN, VPN)
- VMware Administration and configuration.

- Roving technical support on assigned stores.

PRINCE RETAIL GROUP OF COMPANIES

Corporate/Head Office – Tipolo, Mandaue City, Cebu

February 15, 2024 - Present

SYSTEMS AND NETWORK ENGINEER

- Design, implement, and maintain enterprise-level network infrastructure, including LAN, WAN, and VPN solutions.
- Install, configure, and troubleshoot network hardware and software, including routers, switches, firewalls, and wireless access points.
- Monitor network performance and security and implement measures to optimize and safeguard network resources.
- Collaborate with cross-functional teams to identify and resolve network-related issues and implement system enhancements.
- Administer and maintain network services such as DNS, DHCP, and Active Directory.
- Plan and execute network upgrades, migrations, and expansions to support business growth and requirements.
- Implement and enforce network security policies and procedures, including access control, encryption, and intrusion detection/prevention systems.
- Provide technical support and guidance to end users and other IT staff on network-related matters.
- Stay updated on emerging technologies and industry best practices in network engineering and security.

PERSONAL DATA:

Birthday	:	October 5, 1993
Birthplace	:	Catigbian, Bohol, Philippines
Civil Status	:	Married
Religion	:	Roman Catholic
Citizenship	:	Filipino
Height	:	5'8"
Weight	:	61 kgs.
Father	:	Ruben Doque
Mother	:	Casimera Doque

REFERENCES:

Ramon Dela Cerna

Supervisor - ICT Department

Prince Retail Group of Companies

Tel. 09178456029

Noel Maputol

ICT Department – Helpdesk technician

Prince Retail Group of Companies

Tel. 09760088916

Gerald Saavedra

ICT Dept. – Network Administrator

Prince Retail Group Of Companies

Mobile: 09178238309, 09054588754