



KENNETH A. RAZ



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Lim-ao, Kananga, Leyte

EDUCATION

COLLEGE

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

EVSU-OCC
2020 - 2024

SENIOR HIGH SCHOOL LIM-AO NATIONAL HIGH SCHOOL

2019 - 2020

JUNIOR HIGH SCHOOL LIM-AO NATIONAL HIGH SCHOOL

2015 - 2018

PRIMARY SCHOOL LIM-AO ELEMENTARY SCHOOL

2009 - 2014

LANGUAGE

- English
- Tagalog
- Cebuano

REFERENCES

Hon. William C. Florentino
Brgy. Captain
Brgy. Lim-ao, Kananga, Leyte
Phone #: 09273102235

PROFILE

A motivated and hardworking individual who's dedicated in gaining experience, utilizing skills, and make positive impact within the organization.

WORK EXPERIENCE

First Balfour Inc. - Timekeeper

- Reviewing and checking of Timecards
- Inputting timecard information's into company's payroll system, and ensures that all data is input correctly.
- Providing support and assistance in Human Resource Management, such as site entry, onboarding new hires, and processing renewals.

CURRENT

LGU Kananga - Local Civil Registry Office

INTERNSHIP

FEBRUARY - MAY 2024

- Created a format using MS Excel for vouchers and reports and develop a new design of format for mailing and certifications of birth, marriage, and death.
- Managed there PHILCRIS system, sort and input data into their system.
- Print and Scan important documents for mailing.
- IT Technician - Configures and troubleshoots computes and WiFi.

TRAININGS

- Construction Occupational Safety and Health Training for Safety Officer 2 (Serendipity)

SKILLS

- Can handle pressure task with less supervision
- Computer oriented
- Microsoft office oriented (word, powerpoint, excel etc.)
- Web Designing
- Persistent and Motivated