

KHALIQ S. BERO

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Home Address: Dakit, San Francisco, Southern Leyte

PROFESSIONAL SUMMARY

A Network Administrator with over 12 years of extensive experience in managing servers and network operations. With over 15 years' experience in IT field, effectively plan, install, configure and optimize the IT infrastructure to consistently achieve high availability and performance. With good understanding of Data Analytics, Database Management, and Information Security Standard by ISO 27001. With proven ability to create and deliver solutions tied to business growth, organizational development and systems/network optimization.

EDUCATIONAL ATTAINMENT

Graduate School

Master in Information Technology

Leyte Normal University

Tacloban City

Graduated: July 27, 2021

College

Bachelor of Science in Information Technology

STI College Cebu

Lahug, Cebu City 2007-2010

Graduated: October 31, 2010

College

Diploma in Computer and Electronic Technology

STI College Maasin

Maasin City, Southern Leyte 2004-2006

Graduated: April 6, 2006

Secondary

Panaon Institute

San Francisco Southern Leyte

1998 - 2002

Elementary

San Francisco Elementary School

San Francisco Southern Leyte 1993 - 1998

WORK EXPERIENCE

Network Administrator

1/2017 to Present

Department of the Interior and Local Government (DILG), Regional Office 8 | Tacloban City

- Setup, Administer, Manage, and Maintain 7 Local Server running MS Standard Server 2016, 2019 with services (Active Directory DS,DHCP, File and Storage, DNS, VPN, Backup, and Virtual), Linux OS, CentOS 7
- Active Directory user creation, deletion, manage permission, and control access to network resources
- Fortinet 81F Fortiget / Sonicwall Firewall / Security Appliance monitors security, manage and maintain
- Intranet's Document Management System (DMS) user creation, deletion, manage permission
- Compliant with the ISO 27001 as mandated by the department's Quality Policy on Information Security
- DILG 8 Database Server and Data Tracking System Setup, Manage, and Maintain
- AVAYA, ShoreTel IP Telephony, and PABX Setup, Manage, and Maintain
- Biometric, Personnel Tracking System, Data Tracking System manage and maintain
- Security: CCTV and IP Cam install, manage, and maintain
- IP Sec Site-to-Site VPN (From Central Office to Region 8) Setup, Manage, and Maintain
- Provides Technical Assistance, Remote desktop support, Conduct Training to staff, perform daily, weekly, and monthly
- Upgrade, repair, and maintain computer networks
- Compliant with the department's ISO, Quality Policy, Quality Objective, and Quality Procedure
- Established guidelines and programs for effective Information Systems Management
- Plan, Develop and Implement IT processes for enhancing operational support services
- **Data Analytics tasks** 2/2020 to Present
 - Ensures the quality of data stored in all databases
 - Identify and interprets data patterns and/or trends
 - Recommends and implements data collection, monitoring, and reporting methods to improve data quality

- Coordinate the issues and errors found in the data / database. Identify areas for data quality enhancements and provides assistance to resolve data
- Manages regional user accounts of all the Department's Information Systems
- Coordinates accessibility / connectivity issues encountered regarding the operations of the information systems to Top management
- Provides daily and weekly reports to help the operation functions
- Provides technical assistance and user education for any new deployments of Department's Information Systems

Network Engineer

5/2017– 11/2017

FRANCESCO Inc., | Pope Francis Village, Diit, Tacloban City

- Network Design, Setup, and Configuration
- Setup of Site-to-site VPN, Remote Access VPN
- Network Server Maintenance and on-call and on-site support

IT System / Network Administrator

8/2012 – 1/2017

O C S Lending Inc. | C. Padilla St., Cebu City

- Setup, Administer, Manage, and Maintain 7 Local Server running 2003 & 2012 MS Standard server (Domain, AD, DHCP, File, DNS, VPN, Backup, and Virtual),
- Active Directory user creation, deletion, manage permission, and control access to network resources
- Credit & Collection, Financial, and HR System installation, management, and maintain
- Untangle NG, IPCop, PFSense Firewall / Security Appliance manage and maintain
- Manage and Maintain Network Infrastructure, Routers & Switchers, Firewall, VPN, and CCTV's
- Assist Branches offices with backups, physical and Cloud Technology backup system
- Maintain desktops, servers, and networks at designated local and 17 remote sites (Visayas and Mindanao)
- Technical Support, Remote desktop support, Conduct Training to staff, perform daily, weekly, and Monthly backup.
- Established guidelines and programs for effective Information Systems Management
- Upgrade, repair, and maintain computer networks
- Plan, Develop and Implement IT processes for enhancing operational support services

Information System Staff (System and Network Administrator)

2/2011 – 5/2012

Muramoto Audio-Visual Phils. Inc., | MEPZ 1, Lapu Lapu City, Cebu

- Server and System Administrator - Administer, Manage, Maintain 18 Local Server running MS Standard server 2003, 2008, 2012 (Domain, AD, File, and Backup, Virtual), Linux, FreeBSD Server, Web, Emails,
- Network Administrator - Network Infrastructure, Routers & Switchers, Firewall, Wireless controller, Wifi AP, VoIP, Polycom Video Call, CCTV,
- Setup, Manage, Maintain Emailing System Server (MS Outlook & Thunderbird), Client Email Support
- Remote Desktop support & VNC, Training to staff & Dept. Heads
- Perform backup daily, weekly, monthly (Automatic & Manual) for File Servers, Email, and Webs Server
- Database Administrator – MySQL, MS Access, MS SQL Server Setup, Update, and Retrieval
- Upgrade, repair, and maintain computer networks

IT OFFICER

4/2010 - 1/2011

Panaon Institute | San Francisco So. Leyte

- Technical Support (Hardware, Software, and Network)
- Setup and Manage Network
- Repair & Maintain Computer workstation
- Conduct Basic training to backup technician & Staff, and provide consultations

PCOS Machine Technician

Smartmatic 2010 Automated Election | San Francisco So. Leyte

- Provide Assistance and trainings to PCOS Machine Staff

Computer and Network Maintenance

6/2008 – 4/2009

Red Mango Computers and Internet Services | Lahug, Cebu City

- Setup and Manage Network and Desktop/Laptop Computers

- Provide Technical Assistance to Customer/Clients
- Computer/Laptop setup, troubleshooting, and repair

I.T. Technician

(OJT) 400 hrs. - 5/2009

HDMF Pag-ibig Funds | Cebu City

- Technical Support (Hardware, Software, and Network)

IT Technical Support

11/2006 – 4/2007

SM City Cebu | Cebu City

- Technical Support (Hardware, Software, and Network)
- Point of Sale (POS) System – Manage and maintain

Computer Technician

6/2005 – 2/ 2006

Softdata Computers and Internet Shop | Maasin City, Southern Leyte

- Computer Repair/Troubleshoot Servicing
- Network Maintenance

IT SKILLS

Operating Systems:	Windows 11, Windows 10, Windows 8.1, Win7, XP, Win Vista, Debian Linux, Linux Ubuntu, CentOS 7, Endless OS, FreeBSD , Mac OS, Installation, Configuration, Administration
Microsoft Servers:	Windows Server 2019, Windows Server 2016, Windows Server 2012, Windows Server 2008, AD DS, DNS, File and Storage, Remote Access VPN, Microsoft Exchange 2003, Microsoft Exchange 2007 Installation, Configuration, Administration
Other Servers:	SynologyNAS, Linux CentOS 7
Software:	MS Office 365, MS Office 2016,2019,MS Azure, MS Visio, Open Office, AUTOCAD 2014-2016, Norton Utilities, WinZip, WinRar, McAfee, Java, Teamviewer, VNC, Adobe Photoshop, Adobe PDF, Nitro Installation and configuration
Database:	(MySQL, MS SQL, MS Access) Data Security, Integrity, Resiliency, Configuration and Management
Programming Language:	C, C++, Java, PHP,Visual Basic 6, VB .Net. Other programming HTML, MS-DOS, Python
Data Mining:	Weka, SPSS Modeler, Rapid Miner
Data Visualization:	Tableau, Google Chart, Microsoft Power BI
Data Analytics Tools	MS Excel (Pivot tables and pivot charts, Conditional formatting, Removes duplicates, etc.)
Cloud Computing Tech.:	Dropbox, iCloud, Open Drive, Google Drive, Amazon Web Services (AWS), Acronis
Virtualization:	VMware, VirtualBox, Microsoft Virtual Server 2005 R2, Hyper-V Server 2019
Virtual Private Network (VPN):	Site-to-Site VPN and Remote Access VPN, IP sec.
Anti-Virus:	ESET Nod32, Kaspersky, McAfee, Norton, Malwarebytes
Firewall:	SonicWall, Fortinet Fortigate 81F , IP Cop, PfSense, Untangle, Installation, Configuration, Administration
Backup Software:	Symantec Backup Exec, SyncbackPro, Acronis True Image, EaseUS
Hardware:	Lenovo Servers, ACER, Intel, HP Proliant DL380, HP ML570, IBM x86 Servers, Dell PowerEdge M805, AMD, Synology
Networking:	Netgear NAS, Cisco / Lynksis, ASUS,Gigabyte and others. Routers, Switches, Modems, Hubs and Bridges, LAN,WAN Installation, Configuration, Administration. CISCO Routing Protocols: Interior Gateway Protocol (IGP), Exterior Gateway Protocol (EGP)
Network Tools:	Wireshark, Metaping, Advanced IP scanner, PRTG
Networking Protocol:	TCP/IP, HTTP, HTTPS, SSL, HTTP, SMTP, DHCP, FTP, Telnet, SNMP and SMPP
Security System:	CCTV (via LAN, Wired, and Wireless, IP Cam) Installation, Configuration, Administration
PABX IP Telephony:	AVAYA, ShoreTel IP Phones, POLYCOM

CERTIFICATE OF COMPETENCY, TRAININGS, AND SEMINARS

- Fortinet Fortigate 81F Firewall Training by IP Solutions Inc. and ISTMS-DILG, DILG-NAPOLCOM, Quezon City May 29-31, 2023
- Kaspersky Endpoint Security Cloud Plus Training by ISTM-DILG and IP Solutions, Inc., Quezon City – 1/5/2023
- Cyber Security Awareness Training for DILG ICT Personnel – August 9, 2022, DILG Regional Office 8, Tacloban City
- Training on the Enhanced Version of the Document Management System – May 30-31, 2022 – ISTMS – DILG Central Office, Quezon City

- Regional Maintenance of Deployed ICT Resources and On-site Training and Orientation on Database Decentralization & Data Quality Checking (DQC) Process – DILG Regional Office 8, Tacloban City – June 28 – July 1, 2022
- Critical Incident Stress Debriefing for Management of the Dead and Missing (MDM) Operations – June 21-22, 2022, Sabin Resort Hotel, Ormoc City, Leyte
- Database Explode Training – ISTMS DILG Central Office, NAPOLCOM, Quezon City - 8/23/2021 to 8/23/2021
- NDG Linux Unhatched - Cisco Networking Academy - 10/11/2020 to 10/12/2020
- Master in Cyber Security and Ethical Hacking - E.H. ACADEMY - 14/09/2020 to 29/09/2020
- Network Administration And Security Training by Information System and Technology Management Services (ISTMS) DILG held at Loreland Farm Resort, Antipolo City, Rizal – 6/17/2019 to 6/21/2021
- HP ARUBA | Switches and Network Administration Training – by Aruba Networks & ISTMS-DILG - Loreland Farm Resort, Antipolo City, Rizal – 6/22/2019 to 6/23/2021
- Basic End-User Training – VIDYO – EGM Systems Global Technologies, Inc. – DILG Training Center, DILG RO8, Tacloban City – October 20, 2020
- **CISCO CERTIFIED NETWORK ASSOCIATE - ROUTING & SWITCHING (CCNA)** - Rivan IT School of Technology, Banilad, Cebu City - 1/28/2019 to 2/1/2019
- Business Continuity Planning (BCP) Workshop for MSMEs at Peace and Resiliency Center, DILG Regional Office VIII, Kanhuraw Hill, Tacloban City - 10/24/2018 to 10/24/2018
- PLEB (Philippine Law Enforcement Board) Online Database System and Legal Skills Enhancement at DILG Training Center, DILG RO8, Kanhuraw Hill, Tacloban City - 6/25/2018 to 6/27/2018
- **Fundamentals of Information Security Controls Towards Business Operation Resiliency | ISO 27001:2003** by USAID – COA at COA Training Center, COA Regional Office VIII, Palo Leyte March 26-28, 2018
- Product Focus on ACER Travelmate, Veriton, projector and Consumer Desktop – XYZ Hotel, Tacloban City, April 17, 2018
- Orientation on the Conduct of Competency Assessment – DILG Regional Office 8, Tacloban City – March 16, 2017
- Disaster Risk Reduction (DRR) in Local Development Planning on March 9-10, 2017 – DILG Training Center, DILG Regional Office 8, Tacloban City
- Philippine Law Enforcement Board (PLEB) Online Database System and Legal Skills Enhancement – DILG Training Center, Tacloban City – June 25-27, 2018
- ISO 9001:2015 – Quality Management System (QMS) DILG 8 Conference Hall, Tacloban City -August 22 – 25, 2017
- Microsoft Technology TechTalk – The Quest Hotel, Cebu City – October 22, 2015
- ICT Workshop hosted by PLDT – Cebu Parklane Hotel, Cebu City - August 12, 2014
- PLDT SME Nation Workshop – PLDT Company Office, J.Luna Ave., Cebu City – July 18, 2014
- Training in Microsoft Server 2008 AD and Windows 7 OS – Microsoft Team - Waterfront Cebu City – June 2011
- Certificate of Training as Call Center Agent – Xynet Communication Solution Inc., Osmeña Blvd., Cebu City by Pres. Gloria Macapagal-Arroyo – Dec. 2009 -150 hrs.
- **Certificate of Competency as Network Administrator NC II – IECEP TESDA**, Lahug, Cebu City – May 2006
- **Certificate of Competency as Computer Technician & Servicing NC II – TESDA** Maasin Southern Leyte – Issued: April 2006

PERSONAL INFORMATION

Date of Birth: July 5, 1985
 Age: 37
 Sex: Male
 Height: 5'11.5"
 Civil Status: Married

Language: Cebuano, English, Tagalog, Waray-Waray
 Hobbies: Tech and Internet Savvy, Mountain Climbing
 Hiking, Motor biking, Fitness, Chess, Basketball, and anything about computing

CHARACTER REFERENCE

Mr. Fiel Argoncillo
Data Analyst II
Virtual Staffing Solutions
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 0999 998 8396

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