



MARC LOUIES R. GONZALES

IT EXECUTIVE/IT ADMINISTRATOR/IT
ASSISTANT/ADMIN ASSISTANT/ACCOUNTS
ASSISTANT/SALES COORDINATOR/DATA-
ENTRY/DOCUMENT CONTROLLER



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Sharjah, United Arab Emirates, United
Arab Emirates



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ABOUT ME

I am a dynamic and dependable professional with over 6 years of extensive experience in the Real Estate Industry, particularly in the Finance & Control Department. My background is enriched by specialized training and seminars, providing me with essential IT support skills, configuration expertise, and in-depth knowledge of IP addressing, along with my commitment to obtaining a CISCO certification. Recognized for my self-sufficiency and detail-oriented approach, I excel at multitasking and thrive in independent work settings. My robust analytical and organizational skills, paired with advanced proficiency in Microsoft applications such as Excel, Word, Outlook, and PowerPoint, position me as a valuable asset to any team.

LANGUAGES

ENGLISH

PILIPINO

LINKS

LinkedIn:

www.linkedin.com/in/marc-louies-gonzales

WORK EXPERIENCE

MAC-DEN STORE/GROCERY

Butol, Santiago,
Ilocos Sur,
Philippines
Jan 2024 - Dec 2024

Store Owner

- Oversaw inventory management to optimize stock levels and reduce costs.
- Executed strategic financial management to drive profitability and growth.
- Delivered exceptional customer service to build loyalty and enhance the shopping experience.
- Achieved sales targets by providing tailored solutions to meet customer needs.

ALVEO LAND CORPORATION (AYALA LAND REAL ESTATE DEVELOPER

Bonifacio Global City,
Taguig City,
Philippines
Oct 2017 - Dec 2023

Disbursement & Commission Processor / Admin Aide (Sales Finance and Control Department)

- Processed reimbursements, including petty cash and MSF, through the Electronic Shared Accounting System for increased operational efficiency.
- Created check payment requests via SAP for commissions ranging from PHP 500K to 20MM daily.
- Monitored OR compliance and validated over 100 official receipts daily for Property Specialists, Team Leaders, Sales Managers, and Sales Directors.
- Managed over 1,000 monthly commissions, aiding the Sales Assistant in securing a 10% down payment from clients, contributing PHP 100 million to company revenue.
- Ensured prompt processing of payment requests for utilities, avoiding costly penalties.
- Submitted Manual/ZRCOMM data directly to the accounting department for streamlined operations.
- Monitored the release of ATM and check payments for seller commissions to ensure timely disbursement.
- Provided IT support, including installation and troubleshooting, enhancing departmental efficiency.
- Trained 6 admin aides over four years, fostering a knowledgeable team environment.
- Enhanced disbursement processes, improving operational efficiency and reducing processing time by 20%.
- Generated detailed reports to track disbursements and commissions, facilitating informed decision-making.
- Maintained compliance with financial regulations and internal controls, ensuring accountability.
- Leveraged software tools to automate manual processes, significantly boosting accuracy.

PERSONAL DETAILS

Date of birth
06/11/1995

Nationality
Filipino

Visa status
Tourist visa

Marital status
Single

LA UNION POLICE
PROVINCIAL OFFICE
City Of San Fernando,
La Union, Philippines
Jun 2016 - Sep 2016

- Assisted in developing financial models that improved revenue forecasting accuracy.
- Provided training on commission structures to staff, enhancing understanding and clarity.

Intern

- Delivered exceptional technical support for complex issues, ensuring seamless operations.
- Executed efficient troubleshooting techniques to resolve challenges swiftly.
- Performed precise data entry and created compelling PowerPoint presentations.
- Offered outstanding customer and visitor support, enhancing overall experience.
- Provided vital assistance to senior officers in day-to-day operations.
- Contributed to the development of a robust Drug Adversity Monitoring and Decision Support System.

EDUCATION

SAINT LOUIS
COLLEGE
San Fernando City
2017

Bachelor of Science in Information Technology

- Fundamentals of Problem Solving & Programming
- Integrated Application Software
- Logic Design
- Data Structures
- Operating Systems
- Object-Oriented Programming
- Database Management Systems
- Web-Based Programming
- System Analysis & Design
- Data Communication and Computer Networks
- Computer System Organization & Architecture

SKILLS

IT SERVICE

HARD SKILLS: VISUAL BASIC, SAP, ESAS, ADOBE PHOTOSHOP, MICROSOFT OFFICE(WORD,EXCEL & POWERPOINT ETC), COMPUTER NETWORKS (CISCO PACKET TRACER)

DOCUMENTATION

TECHNICAL PROFICIENCY ORGANIZATIONAL SKILLS COMMUNICATION SKILLS DATA ENTRY DATABASE MANAGEMENT

TRAINING/SEMINARS ATTENDED

AIC Burgundy Empire
Tower, ADB Ave

Nexus Cloud IT Solutions: "Certificate of Achievement: Cisco Certified Network Associate 200-301 : June 24-28,

Ortigas Center, Pasig
City, Philippines

2024

Basic Network Connectivity and Communications, Configure Switch, Configure Router, IP Addressing VLAN, Spanning- Tree Protocol, CDP and LLDP, Etherchannel, FHRP, VTP and Inter-VLAN, Static Routing (OSPF, EIGRP RIP, BGP & EGP), Configuring DHCP, Configuring DNS, IPv6 Addressing.

ICT Center Saint
Louis College, City Of
San Fernando La
Union, Philippines

● **Seminar Workshop in Productivity Tools ; May 21, 2016**

Car-Rille Terrace By
The Sea, City Of San
Fernando La Union,
Philippines

● **Robotics, Wifi Network-beyond 1km, Cross-Platform Mobile Application Development, and TechnoPreneurship : March 20, 2015**

Hotel Ariana
Paringao, Bauang La
Union, Philippines

● **ICT in ASEAN Integration, Mobile Security, Ethical Hacking, Networking Security, and Research and Development : January 30, 2015**

Saint Louis College,
City Of San Fernando
La Union, Philippines

● **Optimizing Web Pages and Web-server Security and Introduction to Content Management System ; March 20, 2015**

Henry Lee Irwin
Theater Ateneo De
Manila University,
Manila, Philippines

● **3rd International Information Technology Conference: "Moving Beyond Innovation" : September 13, 2014**

Henry Lee Irwin
Theater Ateneo De
Manila University,
Manila Philippines

● **2nd International Information Technology Conference 2013: "Technologies from the Edge: September 13, 2013**

EXTRA-CURRICULAR ACTIVITIES/SKILLS

● **Achievements (2012):** Appointed as varsity player representing the school as a team and received the championship award.

● **Soft Skills:** Enthusiastic and capable of working under pressure, Ability to work efficiently and hardworking, Willing to learn, Willing to work overtime, Able to work and collaborate with other people. Languages