SULTAN M. OMAR

FREELANCER

CONTACT INFO

Email: omarsultan2225@gmail.com
Contact #: 0926 066 4179
Zoom: omarsultan2225@gmail.com
Address: Mipaga St., Marawi City, LDS, Philippines 9700

CORE COMPETENCIES

- Positive Attitude
- Communication and leadership skills
- Computer literate and services
- Freelancing and Graphics Design
- Creating file, reports and charts.
- Adaptability and time management skills
- Proactive, initiative, creative and engaged

AWARDS

Cum laude

Programmer of the Year

Digital Artist of the Year

Performer of the Year

Intern of the Year

Best in Web Design

ABOUT ME

A cum laude graduate of information technology major in business software engineering with an experience in different areas of office work, especially, in the field of information technology. Developed communication, cooperation, and leadership skills from college to the present. Achieving a secure job where I can share and enhance my knowledge and capabilities for the betterment of society through service and dedication.

EXPERIENCE

Administrative Assistant
Mindanao State University - Main Campus   2016-2022

- Teller and Customer Service
- Checking and counting cash collection & make reports
- Creating and updating various files, charts, reports and other templates.
- Maintaining the full functionality of routers and computers, and its modules and software.
- Providing Feedback about the University's on going Online Website and Modules.
- Creating Actual and Project Designs through Photoshop.

Graphic Designer
Online   2022 - PRESENT

- PVC Identification Card (ID).
- Video Editing and Photo Enhancing.
- T-shirt and Logo Designs.
- Actual and Project Designs.
- Social Media Marketing

EDUCATION

BACHELOR IN INFORMATION TECHNOLOGY

Ranao Council - Al Khwarizmi International College Foundation, Incorporated | 2012-2016
1.56 CGPA

MASTER IN PUBLIC ADMINISTRATION

Organization and Management | 2022-Up to date
1.66 CGPA - Current

DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY - DIGITAL JOBS PHILIPPINES

Graphics Design | 2022
Certificate of Completion & Medalist

TECHNICAL EDUCATION & SKILL DEVELOPMENT AUTHORITY

National Certificate in Computer System Servicing | 2016