CONTACT

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✉️ richarddevilla486@yahoo.com.ph

📍 Muraqqabat, Dubai, UAE

EDUCATION

Bachelor of Science in Information Technology

Divine Word College of Calapan

2008 - 2012

CORE SKILLS

- Cash Handling & Transaction Support
- Customer Service & Communication
- Record Keeping & Documentation
- Data Entry & Accuracy
- Attention to Detail
- Problem Solving & Time Management
- Proficient in MS Office (Word, Excel, Outlook) and other Web-based applications.

PERSONAL INFORMATION

Nationality: Filipino
Marital status: Married

LANGUAGE

Tagalog   English

RICHARD FORTU DE VILLA

PROFESSIONAL SUMMARY

Highly organized and dependable professional with a background in IT systems, administrative support, and safety coordination. Skilled in data entry, customer service, and technical support, with a strong focus on accuracy, confidentiality, and operational efficiency. Demonstrated experience in high-responsibility roles and adept at maintaining records, handling sensitive information, and supporting team productivity.

EXPERIENCE

2025

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2021

Safety Officer

PCBSI Port Terminal Management Corp. Philippines

- Monitored port operations and conducted safety inspections.
- Responded to and investigated accidents, incidents, and near misses within port premises.
- Prepared detailed reports and recommend corrective actions to prevent recurrence.
- Developed and Implemented Safety Protocols.
- Coordinated safety drills and emergency response exercises.
- Conducted safety training sessions and workshops for port staff, contractors, and ship crews.
- Safety and Security includes CCTV camera installation and maintenance.

2021

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2013

Computer Systems Analyst / Safety Officer

Nautical Ports Management & Services Inc. – Philippines

- Conducted system testing to ensure performance, reliability, and security.
- Performed regular system updates, patches, and security audits.
- Provided technical support and training to end-users.
- Maintained accurate records of inspections, incidents, permits, and safety certifications.
- Provided safety training and awareness programs for port workers and visiting ship crews.

2013	**Data Encoder**
-	CALSEDECO – Philippines
2012	• Entered data from physical and digital sources with high accuracy.
	• Organized records and maintained database integrity.
	• Demonstrated speed and reliability in high-volume data environments.

TRAININGS

- Hazard Identification, Risk Assessment and Control HIRAC (September 14, 2024)

- Lost Control Management LCM (September 9-13, 2024)

- Construction Safety and Health COSH (April22-26, 2024)

- General awareness training on dangerous goods (May 3-5, 2023)

- Online validation of the competency standards for safety officers (core

  competencies)

  (June 21 – 23, 2022)

- Integrated Management System Internal Audit (February 11, 2022)

- Integrated Management System Awareness Training (February 11, 2022)

- First Aid with Basic Life Support-CPR Training at PTB 2nd floor Base port Calapan City,

  Or. Mindoro (July 17-18, 2019)

- Basic Occupational Safety and Health Training North Avenue Co., Agham Road,

  Diliman, Quezon City (August 13-17, 2018)

- Supervisor's Skills for Success Seminar Port Area, San Antonio, Calapan City, Oriental

  Mindoro (September 26, 2017)

- ISO Standards and Awareness and IQA Workshop Port Area, San Antonio, Calapan

  City, Oriental Mindoro (April 16-17, 2015)

- MSI-ECS PHILS. INC Topy II Bldg., #3 Economia St., Libis, Quezon City, M.M., Philippines

  110 (November, 2011 – February, 2012)

- Computer Systems Training AREn COMPUTER SERVICES (November 12, 2011 –

  February 11, 2012)