**AIJANE**

Email: aijane-394533@2freemail.com

**CAREER SUMMARY**

I am seeking for a successful organization where I can utilize my knowledge gained in previous positions to help provide a smooth-running office environment and enhance my office management skills.

**QUALIFICATIONS, SKILLS & COMPETENCIES**

* Organize and prioritize tasks and work with minimal direction
* Knowledgeable in MS Office Applications – Advanced Excel, Word, PowerPoint
* Create custom reports required for measuring key performance metrics by property
* Result-oriented with strong moral values and positive attitude
* Critical thinking skills essential to provide good and quality customer service
* Good spoken and written communication skills

**PROFESSIONAL EXPERIENCE**

**Asset Management Analyst**

Quezon City

Manila June 2017- August 2019

**Client: DEL MONTE PHILIPPINES INC.**

**Duties and Responsibilities:**

* Identify target dates when assets will be needed
* Initiate requisitions for assets that will be needed to release
* Identify and address all concerns concerning requisitions
* Keep track of IT inventory with the help of onsite team
* Monitor warranties to check adherence to preventive maintenance and repair terms and conditions
* Maintain latest record of all IT peripherals and add on accessories
* Track and provide warranty information of IT assets to support vendor management activities
* Copy, log, and scan supporting documents and placed all information in client files
* Determine if asset is in stock or must be acquired
* Address all concerns concerning requisitions
* Receive and log receipt items that were ordered
* Communicate the availability of procured items
* Notify Asset Management concerning assets received
* Provide details of the ability of the subject IT asset or assets to be made available for deployment



**1 |** P a g e

**Technical Coordinator Assistant**

Misamis Oriental, Philippines

May 2015 - May 2017

**Duties and Responsibilities:**

* Monitoring in-house under repair units and coordinating the technician’s schedule for onsite support
* Database encoding of service order reports created by technicians both for in-house repair and onsite support
* Processed RMA (Return merchandise Acquisition) defective units from clients that still covered by warranty and provide an updates/status to them
* Proper management of technical department area such as, maintaining proper coordination, do 5S, provide the repair status of units to client, and brainstorming with the team
* Maintain and develop good working relations with qualified 3rd party vendors and sub-contractors

**EDUCATION**

Jun. 2011 – Mar. 2015 **Bachelor of Science in Business Administration**

**Major in Financial Management**

Tagoloan Community College *(*Baluarte, Tagoloan, Misamis Oriental, Philippines*)*

**RELEVANT TRAININGS & SEMINARS ATTENDED**

|  |  |
| --- | --- |
| Oct. 2014 – Jan 2015 | **On-The-Job Training** |
|  | *by Mindanao International Container Terminal Services, Inc.* |
| Oct. 2014 | **Re-echo of the Citi Junior Banker Congress** |
|  | *by Tagoloan Community College* |

**PERSONAL**

Nationality

Language Proficiency

Religion

Date of Birth

Age

Visa Status:

Visa Validity Date

: Filipino

: English/Tagalog/Visayan

: Roman Catholic

: January 14, 1995

: 24 yrs. Old

: Visit Visa

: October 25, 2019



**2 |** P a g e