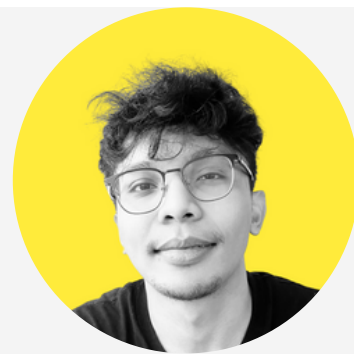


JOSHUA GENONANGAN

V I R T U A L A S S I S T A N T



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📍 Bacoor, Cavite

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PROFILE

As a skilled professional with a strong work ethic and a passion for achieving results, I have consistently demonstrated exceptional structured thinking, communication, and problem-solving skills throughout my career.

SKILLS

TECHNICAL

- Spreadsheet
- SQL
- Microsoft Office
- C++
- Photoshop
- Canva
- Google Apps

PROFESSIONAL

- Time Management
- People Operations
- Quality Management
- Social Media Management
- Data Entry
- Cold Calling
- Appointment Setter
- Project Planning

EXPERIENCE

LOGISITICS OPERATION MANAGEMENT

Freight Links Express Singapore

06/2022 - 02/2023

- Plan and coordinate the transportation, storage, and distribution of goods and services
- Manage inventory levels to ensure adequate supply while minimizing excess
- Oversee warehouse operations, including receiving, storage, and shipping
- Ensure compliance with regulatory requirements related to logistics and transportation
- Communicate effectively with all levels of the organization, from front-line staff to senior management
- Serve as the primary point of contact for consignees and ensure a positive customer experience throughout the logistics process
- Respond to inquiries, provide information, and resolve issues related to shipment status, delivery times, and other logistics-related matters
- Evaluate the accuracy and completeness of data, documents, and records related to logistics operations

STRENGTHS

- Analytical Thinking
- Flexibility and Adaptability
- Achiever and Responsible
- Goal Oriented
- Positive Attitude
- Attention to Details
- Teamwork and Collaboration
- Problem Solving

EDUCATION

ASSOCIATE IN COMPUTER TECHNOLOGY

Adamson University
Graduate (2021)

SENIOR HIGH SCHOOL – ICT

De – La Salle Dasmarinas
(2016-2018)

COLD CALLING AND APPOINTMENT SETTER

Quick HR - Singapore
11/2021 -04/2022

- Assessing whether potential customers would be interested in our products and services.
- Answer incoming calls from prospective customers.
- Cold call companies using a given directory.
- Schedules and contacts sales staff appointments with potential clients.

STUDENT COMPUTER TECHNICIAN

De La Salle - Dasmarinas
2018

- Resolved technical issues and maintenance on computer hardware and software systems
- Addressed computer troubleshooting and determined the internal and external technical issues.
- Handled old and new student and faculty accounts.
- Installed and maintained hardware and software components on computers and equipment.
- Configured the ethernet and WIFI networking equipment and the overall computer network.

CERTIFICATIONS

GOOGLE DATA ANALYTICS

2023 (Present)

MTA DATABASE FUNDAMENTALS

2021

NSE 2 NETWORK SECURITY ASSOCIATE

2021