

**arthur aian c. maningo**

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| **Career Objective** |
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y objective is to be challenged in a successful and thriving business environment where I am given the opportunity to learn and use my acquired skills in a positive manner for further advancements. Given the opportunity, I would work hard and help the company grow.

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| * **Contact**: +63 933 929 8992 * **E-mail**: arthur\_maningo@yahoo.com * **Date of Birth**: September 18, 1986 | | * **Nationality**: Filipino * **Age**: 33 * **Address**: 10 King’s North Rd., Doña Rita Village, Banilad, Cebu City | |
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| **Education** | | | |
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**Higher Education / University**

Bachelor of Science in Electrical Engineering (BSEE) (2004-2012)

University of San Carlos

Cebu City, Philippines

**Secondary Education**

LIDE Learning Center, Inc. (2000-2004)

Isabel, Leyte

**Elementary**

LIDE Learning Center, Inc. (1994-2000)

Isabel, Leyte

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| **INTERPERSONAL SKILLS** |
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* Good Communication Skills
* Flexible, Adaptable and Highly Trainable
* Problem Solving Skills
* Decision Making Skills
* Team Player
* Positive Attitude
* Work well under deadline and in high-pressure situations
* Takes initiative to complete assignments with minimal guidance and supervision

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| **TRAININGS & SEMINAR** |
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Aug 5 – Aug 31, 2013 Instrumentation and Control Servicing NC III

Metrologyx Training & Assessment Center Inc.

Mandaue City, Philippines

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| **WORK EXPERIENCE** |
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May 2019 to March 2020

Primary Structures Corporation

Administrative Assistant

* Handles manpower at project site.
* Tend to the concerns of ranks regarding their SSS, Pag-Ibig and PhilHealth.
* Communicate with Barangay Officials regarding their concerns with the Project Site.
* Monitor ranks plotting and attendance(late and absences).
* Budgets petty cash to buy materials to be used at project site.
* Acts as a Safety officer and monitors housekeeping at site for safety purposes.
* Update or follow-up suppliers for the delivery of the ordered materials.

November 2014 - February 2019

Accenture

Data Analyst

* Responsible for end to end transaction processing.
* Do analysis against client requirements.
* Handles issue resolution to ensure department and costumer needs are met.
* Assists special projects as needed.

April 2014 - October 2014

Frameworks Inc.

Project-In Charge

* Handles manpower at project site.
* Do billing for every project completion.
* Estimates budget for materials to be used at project site.
* Budgets petty cash to buy materials to be used at project site.
* Tend to the concerns of ranks regarding their SSS, Pag-Ibig and PhilHealth.
* Monitor ranks plotting and attendance(late and absences).
* Acts as a Safety officer and monitors housekeeping at site for safety purposes.

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| **REFERENCES** | | | |
|  | | | |
| **Engr.Jopriz A. Zamora, REE, MBA**  President & Training Director  Presidium Controls & Industrial Technologies Corporation, Cebu, Philippines  +63 917 329 4366 | | **John Philip Tampos**  Quality Auditor  Accenture, Inc.  Pioneer Bldg., Cardinal Rosales Ave. Cebu City  +63 922 536 5129 | |
| **Hope Bearyl Solon**  Subject Matter Expert  Accenture, Inc.  5F Cyberzone Filinvest, W. Guenzon St.  IT Park, Lahug, Cebu City, Philippines 6000  +63 943 530 0396 | | **Engr. Maximino T. Guzman, REE**  MEPF In-Charge  Primary Structures Corporation  V.rama Ave, Guadalupe, Cebu City  +63 927 374 2306 | |

**Engr. Chester Suelto, REE**

First Balfour

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