ALFREDO S. PACLIJAN
alfredo.paclijan@yahoo.com
661-484-0132

Education

School	Program
Bakersfield College	Certificate Program in Industrial Automation
	Job Skill Certificate in Electronics - Industrial Automation
Bakersfield Adult School	Certificate of Completion – IT Specialist and Enterprise Cabler
Mexican American Opportunity Foundation	Bookkeeping

WORK EXPERIENCE

UNITED STATES OF AMERICA

REMITTANCE CLERK at M Lhuillier Financial Services 02/21/2022 to Present

- *Process customer remittances to the Philippines and other countries based AMLA guidelines.*
- *Prepare daily remittance and other report requirements.*
- *Prepare cash for deposit.*
- *From time to time, may be directed to work on special projects or to assist with other work necessary or important to the operation of the Company.*

TEMPORARY UTILITY CLERK at Superior Grocers 08/21/2021 – 09/26/2021

- *Maintaining the working area clean and organized.*
- *Arrange merchandise displays.*
- *Discard expired or defective items.*
- *Assist customers by answering their queries, which aisle they could find the product they need and offer information on current promotions*

VOLUNTEER TAX PREPARER Mexican American Opportunity Foundation 03/01/2021 – 05/17/2021

- *Verify with the client the info written in the submitted in the info sheet; require proof of identification and documents submitted.*
- *Encode documents submitted (W2, forms 1099, etc.)*
- *Have a supervisor review the encoded data based on the submitted documents.*
- *Discuss the result of the tax preparation whether the client pays or gets a refund.*
- *Have the client sign the tax document for submission.*

PART-TIME CAREGIVER Millbrae Care Home 02/12/2017 – 04/28/2017

- *Assisting with personal care; overseeing medication and prescriptions usage; providing constant companionship and general supervision.*

PHILIPINES

QUALITY ASSUSRANCE ANALYST Coca-Cola Far East Ltd 10/01/2007-05/31/2008] 05/01/2010- 12/31/2015

- *Responsible for the analysis, design, development and execution of automated and manual system testing solutions, based on the business, security and compliance requirements, as well as, the technical aspect of the application, using MySQL, HP Quality Center (formerly Mercury Test Director) and HP Quick Test Professional for bOnPC application; and using Original Software (formerly Test Bench) for BASIS Client Access application.*

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HELP DESK SPECIALIST Coca-Cola Far East Ltd 02/01/2008-04/30/2009

- *Provide a solution to the problem raised by the user via BASIS Helpdesk. If a solution cannot be provided, raise it to the next level for assistance.*

BASIS SUPPORT (On loan to Coke Phil.) Coca-Cola Far East Ltd 05/01/2009-04/30/2010
Beverage Advance Standard Information System (BASIS)

- *Handled support for the BASIS and EDI application; Acted as the coordinator between EDI users, customers, and provider; Conduct research on the mobile application's capability based on management's directive.*

SENIOR PROGRAMMER   M. Lhuillier Philippines 06/01/2004-09/28/2007

- **Responsible for the support and maintenance of all the COBOL programs for the pawnshop operation used by Mlhuillier Philippines Inc, including its subsidiaries in accordance with the company's objectives, policies, and procedures. Responsible, also for the management of the AS400 system.**

SENIOR SYSTEMS SPECIALIST Coca-Cola Bottlers Philippines 10/16/1988-01/31/2002

- *Performs application implementation, maintenance and support. Applications involved in: 4-4-5 Reporting, Fixed Assets, Direct Billing, Payables, Payroll, HR System and Bottler's Advance Standard Info System (BASIS) which include Route Accountability, Accounts Receivable, Sales Performance Incentive, Inventory, Outlet Master, Article Master, Statistics and Summary Invoicing.*
- *Performs COBOL and RPG programming and CL Programming on IBM S36 and AS400.*

Have experience in the following:

HARDWARE

- *IBM/AS400, IBM S34, IBM S36, IBM S38, S/370, Personal Computer*

SOFTWARE

- *COBOL/400, COBOL 87, AS400 Control Language, AS/400 Utilities, Source Entry Utility, Data File Utility, QUERY 400, Data Definition Specification, Screen Design Aid, MS Word, Excel, Powerpoint, Quickbooks.*

TESTING TOOLS

- **HP Application Lifecycle Mngt (ALM), HP Unified Functional Testing (UFT), IBM Collaborative Lifecycle Management(CLM), IBM Testbench (Original Software).**