



# RALDZ BORJA

- Navotas City, Philippines
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- <https://workwithborj.com>

Automation Developer / Data Analyst /  
Freelance Web Developer

## WORK EXPERIENCE

### REMOTE WORK Jul 2024 - Present

#### Freelance

- Create email marketing campaigns, automated workflows on Marketing Platforms like Zoho, Instantly, Klaviyo, Systeme and GoHighLevel.
- Develop Websites, Landing Pages, Wordpress sites, Ecommerce Shopify Sites.
- Create Sales Funnels in GoHighLevel and Systeme Platforms

### COGNIZANT Remote Jan 2020 - Jun 2024

#### Robotics Process Automation (RPA) Developer

- Collaborate with Business Analysts and Stakeholders to identify, document, and assess processes for automation requirements, feasibility and ROI.
- Design, Develop, Test and Implement Automation Workflows using Automation Anywhere (A360) to automate repetitive and rule-based tasks.
- Build Re-usable Automation Components.
- Create detailed Process Maps, Workflows for End-to-End Automation Solution Design and End-User Documentation.
- Debug & Fix Bot Failures and Issues.
- Team Leadership and Team Management
- Conduct code reviews to ensure quality.
- Establish best practices and coding standards.

### COGNIZANT Pasig City, Philippines Jan 2019 - Jan 2020

#### Robotics Process Automation (RPA) Production & Platform Support

- Reporting, Scheduling & Monitoring of Bots in Production.
- Troubleshoot Issues, Perform Root Cause Analysis of Bot Errors or Exceptions.
- Coordinate with Business and Technical Teams to Resolve Errors and Optimize Bot Performance.
- Maintain a Knowledge Base and Create Troubleshooting Guides for L1 Support Teams.
- Migrate Bot Codes into Test and Prod Regions.
- Setup and Configuration of Bot Virtual Machines.
- Platform Administration (UiPath)

### COGNIZANT Pasig City, Philippines Jan 2013 - Jan 2019

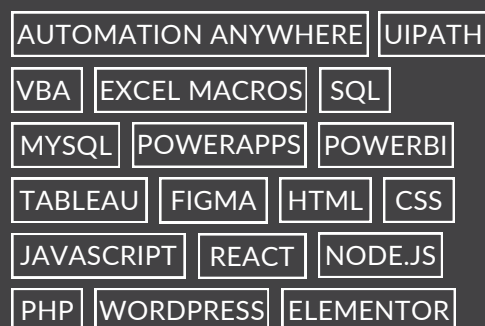
#### Data & Reports Analyst / Automation Developer

- Creation of Tools for Metrics Analysis and Performance Tracking for BPO Operations Process.
- Database Management.
- Collection of Data, Query of Data using SQL, Data Transformation & Trend Analysis.
- Create Data Visualization.
- Prepare, Build and Publish Reports / Dashboards.
- MS Excel Report Automation and MS Excel VBA (Macro) Development.
- Data Transformation and Analysis using BI Tools

## ABOUT ME

I'm a seasoned professional with 12 years of corporate experience in the BPO industry, where I've had the opportunity to work in lines of business such as Banking and Finance, Insurance, and Retail specializing in Data Analysis, Reports Automation, and Robotics Process Automation (RPA), Customer Service, and Operations Support. My proficiency in leveraging advanced tools allows me to streamline processes and enhance data accuracy. I excel in transforming complex data into actionable insights, driving strategic decision-making with precision and efficiency.

## TECHNICAL SKILLS



## CERTIFICATIONS

Automation Anywhere Certified  
Advanced RPA Professional  
(AAADVC-25466003)

# PERSONAL DETAILS

**Birthdate:**  
November 24, 1989

**Civil Status:**  
Single

**Nationality:**  
Filipino

**Languages:**  
English, Tagalog

# LINKS

**LinkedIn:**  
<https://www.linkedin.com/in/raldzb orja/>

**WNS GLOBAL SERVICES**  
Quezon City, Philippines  
Jan 2012 - Oct 2012

## Finance Associate

- Receives asset transfer request documents from client, financial advisors & financial firms.
- Process all transfer of mutual fund assets between custodians, ensuring accuracy and timeliness.
- Money movement includes exchanges, transfers of shares to another financial firm, liquidation of assets going to another financial firm or institution.
- Ensure that the request documents are in good order and process it accurately within time standard.
- Other task includes case assignment to team members.

**HEADSTRONG**  
Makati City, Philippines  
Apr 2011 - Dec 2011

## Data Entry Associate

- Analyze client scanned PDF documents like Client Application forms, Power of Attorney forms & Trustee Certificate forms.
- Ensure that the documents are in good order.
- Migrate required data into the Client Database System.

# EDUCATION

**OUR LADY OF FATIMA UNIVERSITY**  
Valenzuela City, Philippines  
2010

## Bachelor of Science in Nursing

- PH Registered Nurse (Inactive License)

# PROFESSIONAL DEVELOPMENT

Udemy	Figma UI UX Design Essentials
Udemy	Figma UI UX Design Advanced
Domestika	Master Figma from 0 to 100
Domestika	Innovative Web Design in Figma
Domestika	Web Design with Figma: Building Striking Compositions
Udemy	The HTML & CSS Bootcamp 2024 Edition
Udemy	Shopify for Beginners - The Complete Shopify Course
Udemy	Build eCommerce websites with WordPress & WooCommerce
Udemy	Become a WordPress Developer: Unlocking Power With Code
Udemy	The Complete 2024 Web Development Bootcamp
Udemy	The Ultimate MySQL Bootcamp: Go from SQL Beginner to Expert
Udemy	Tableau Desktop for Data Analysis & Data Visualization
Udemy	Microsoft Power BI Desktop for Business Intelligence
Data Analytics Philippines	Business Intelligence With Power BI Desktop
Data Analytics Philippines	MySQL Querying Fundamentals
Funnel Mastery Academy	How To Become A Funnel Designer using Systeme.io
Home-Based Connect	GoHighLevel Funnel & Membership Site Building