



RALDZ BORJA

- Navotas City, Philippines
- +639178227458
- shredraldz@gmail.com
- <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

- Design, Develop, Test and Implement Automation Workflows using Automation Anywhere (A360).
- Create Process and End-User Documentation.
- Build re-usable automation components.
- Schedule & Monitor Bots in Production.
- Coordination with Business Process Owners for Bot Failures and Exceptions.
- Identify Issues and Investigate Root Cause of Bot Errors or Exceptions.
- Troubleshoot / Fix Bot Failures and Issues.
- Team Leadership and Team Management

COGNIZANT Pasig City, Philippines Jan 2019 - Jan 2020

Robotics Process Automation (RPA) Production & Platform Support

- Schedule & Monitor Bots in Production.
- Coordination with Business Process Owners for Bot Failures and Exceptions.
- Identify Issues and Investigate Root Cause of Bot Errors or Exceptions.
- Coordinate with Application Team for any issues that affects bot performance.
- 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

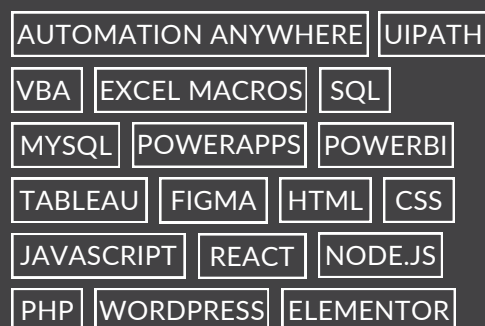
Data & Reports Analyst / Automation Developer

- 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/](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
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