



# JOHN PHILIP R. RAÑADA

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## PERSONAL STATEMENT

A self-driven and resourceful Administrative Aide with over 4 years of experience across various industries. I possess strong administrative and documentation skills gained through hands-on involvement in the full support cycle of timekeeping (HRIS), payroll processing, government compliance activities, and manpower tracking. Proficient in Microsoft 365 tools (e.g., Excel, PowerPoint, OneDrive, SharePoint), with additional exposure to system configuration and adaptable to emerging technologies, including AI-powered tools and interactions.

## CORE COMPETENCES

- Administrative Support & Office Management
- Data Entry & Documentation Processing
- Problem Solving & Critical Thinking
- Time Management & Multitasking
- Proactive / Active Listener0

## PROFESSIONAL EXPERIENCE

### Global Inc. – HR Helpdesk (Toyota Motor Philippines)

May 01, 2023 – Present

- Provided assistant support in payroll and timekeeping tasks, including email and phone coordination, and assisted with payroll processing
- Provided front desk and reception support
- Assisted with HR concerns by coordinating and redirecting queries to the appropriate personnel-in-charge (PIC)
- Coordinated and assisted employees with concerns related to SSS, Pag-IBIG, and PhilHealth

### Freelance – Administrative Aide / CCTV Operator

May 20, 2022 – January 5, 2023

- Assisted in residential construction as a contractor's aide, supporting daily site operations and coordination
- Prepared payroll for workers and managed basic documentation
- Assisted in land documentation and processing requirements
- Installed CCTV systems and provided general hardware support

### Ramon Aboitiz Foundation Inc – Trust Staff

February 15, 2021 – April 15, 2022

- Promoted loan offerings and assisted clients throughout the application and inquiry process
- Established and organized business groups for individuals interested in setting up loan centers
- Collected and recorded daily payments from loan center members
- Handled loan documentation for individual approval and compliance
- Introduced and endorsed the services of Ramon Aboitiz Foundation Inc. to potential clients and partners

## **Amazon International – Virtual Assistant (WFH Setup)**

*December 16, 2019 – December 16, 2020*

- Maintained client service accounts, ensuring timely responses and customer satisfaction
- Researched and collected trending items from Amazon Seller Central for potential listings
- Managed social media accounts and created posts to promote trending products and drive sales
- Performed drop shipping operations, including order processing, supplier coordination, and fulfillment tracking
- Oversaw overall e-commerce activities, supporting daily operations and sales growth initiatives

## **POWASA / Engineering Office – Service Staff (Intern)**

*November 16, 2018 – February 28, 2019*

- Assisted in system support tasks related to water system and basic engineering works
- Processed receipts and assisted clients in bill payments
- Participated in field activities to inspect and assess areas for water service installation
- Provided support in preparing, organizing, and filing documentation related to engineering and service operations

## **EDUCATION AND QUALIFICATION**

### **Bachelor of Science in Information System**

*2015-2019*

*Bicol University Polangui Campus*

**Certificate:** Data Entry | Canva | Lead Generation | Basic Graphic Design | Social Media Management | Facebook Ads

**Tools:** Visual Studio Code | Power Point | Excel | Word | Sharepoint | Adobe- Photoshop | Adobe- After Effects

**Methodology:** Dynamic System Development Model | Waterfall

## **TECHNICAL SKILLS**

- Computer Operator
- Proficiency in MS Office
- Data Encoder / Data Entry
- Knowledge in SQL Database
- Knowledge in Payroll Support (e.g SAP, Smart HR, HRIS)

## **REFERENCE**

References are available upon request

I hereby declare that all the above information is correct and accurate.



**JOHN PHILIP R. RAÑADA**  
Applicant