

LADY JENA S. LANGOYAN

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PROFESSIONAL SUMMARY

Results-driven Data Analyst with a strong background in financial operation, data modeling, analytics, business process improvement, and cross-functional collaboration. Skilled in visualizing complex datasets to drive strategic decision-making. Proficient in Excel, Power BI, and data visualization, with hands-on experience in predictive modeling, stakeholder engagement, and requirements gathering. Adept at translating business needs into actionable insights and technical solutions. Proven ability to improve collections, enhance cash flow, and deliver data-driven business recommendations.

CORE SKILLS

- Data Visualization & BI Modeling
- Excel, Power BI, Tableau
- Gathering, cleaning, Data transformation
- Data Pipelines & Data Warehousing
- Dashboard Development & Reporting
- Financial Reporting and Analysis
- Database Management & Querying
- Trend Analysis
- Accounts Receivable Management
- Quickbooks/XERO/CRM/Azure

PROFESSIONAL EXPERIENCE

Data Analyst (Freelance)

Remote | Sep 2024 – Dec 2025

- Consolidate sales data from all channels and analyzed financial data to support decision-making for clients.
- Designed interactive dashboards for revenue, product performance, and customer trends.
- Created visualizations that helped clients identify growth opportunities and improve decision-making.
- Cleaned and transformed raw datasets using Excel, SQL, and Power BI to ensure accuracy and consistency.
- Delivered projects on time while maintaining data confidentiality and quality standards.

Investment Data Analyst – Manulife Investment Management

Hybrid | Aug 2022– Aug 2024

- Gather data from various sources (databases, spreadsheets, surveys, CRM, ERP systems, Duco or PBI).
- Maintain accurate investment records and master data and prepare operational, regulatory, and internal reports.
- Delivered visual reports and PBI dashboards for business units to monitor transaction accuracy and risk.
- In charge of investigating discrepancies, outstanding balances, overdue accounts and escalating unresolved issues to the appropriate teams for timely and effective resolution.
- Generate end-of-day (EOD) exceptions for cash and positions, ensuring accuracy between internal systems and external bank records.
- Created automated reporting tools that reduced manual work by 60% and improved delivery time for recurring investment reports.
- Developed interactive Power BI dashboards to visualize portfolio performance, insights for process optimization.
- Work with business teams, management, and technical staff to understand data needs.

Accounts Receivable/Data Analysis – Distribution Company

Aug 2017 – July 2022

- Generate and issue accurate invoices to customers in line with contracts and agreements.
- Record and reconcile incoming payments in the ERP or accounting system.
- Monitor AR aging reports and follow up on overdue accounts and resolve outstanding balances.
- Resolve billing disputes in collaboration with sales, operations, and customer service teams.
- Analyze AR trends, payment patterns, and customer credit behavior.
- Develop and maintain dashboards (Power BI, Excel) to track AR KPIs, overdue percentages, and collection rates.
- Provide monthly, quarterly, and ad-hoc AR reports for management.
- Use data analysis to forecast cash flow and identify high-risk accounts.
- Conduct rootcause analysis for overdue payments or recurring disputes.

EDUCATION

Bachelor of Science in Business Administration

Christian Colleges of Southeast Asia – Davao City | 2012 – 2016

CERTIFICATIONS

CHARACTER REFERENCES

- Google Data Analytics Certificate
- SQL for Data Analysis
- Power BI Data Methods
- QuickBooks Essentials

HazelMaeConejero – Manulife Investment	09184930282
PauleenYunting – Manulife Investment	09977541410