

JAIME CARLOS VELEZ

Plant Manager | Operations Management | Data Analysis

✉ velezjaimecarlos@gmail.com ☎ + 63(917)952-0608 🔗 linkedin.com/in/velezjc 📍 Caloocan, Ph

PROFESSIONAL SUMMARY

Aspiring Data Analyst with a strong background in business operations and data analysis. Currently a Plant Manager at New Mayon Adhesive MFG. Corporation, leading teams in production, quality control, and administration. Experienced in data analysis, claims processing, and back-office support, with a focus on driving data-driven decision-making. Eager to apply my analytical skills to enhance business performance and operational efficiency.

CORE COMPETENCIES

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| • Data Analysis | • Business Analytics | • Excel |
| • People Management | • Data Entry | • Recruitment |
| • Reporting | • Project Management | • Plant Management |
| • Admin Support | • Customer Service | • Data Visualization |

PROFESSIONAL EXPERIENCE

Plant Manager | OCT 2022-Present

New Mayon Adhesive MFG Corp, Parañaque, Metro Manila

Manage the production facility's operations, including quality control, maintenance, and shipping/receiving, while ensuring production goals and high standards are met. Lead the team in streamlining administrative tasks, generating performance reports, and enabling data-driven decision-making.

- Manage daily operations of the production facility, overseeing production, maintenance, quality control, and shipping/receiving processes.
- Lead team efforts to consistently achieve production targets while maintaining high-quality standards throughout the finishing process.
- Streamline administrative processes to reduce redundancies and enhance operational efficiency.
- Enhanced reporting accuracy. Produced comprehensive daily, weekly, and monthly reports on sales, inventory, and production, contributing to strategic decisions

Business Process Delivery Associate (Data Analyst) | JUL 2016- Nov 2018

ACCENTURE INC, Mandaluyong, Metro Manila

Handled claims processing, data entry, and back-office support tasks, ensuring accuracy and compliance with industry standards. Streamlined administrative processes and provided video/audio transcription to enhance team efficiency and business operations.

- Processed transactions in financial operations, membership, and claims by reviewing, validating, and ensuring compliance with industry standards.
- Maintained accuracy and efficiency in data entry, organizing and updating large volumes of data.
- Provided back-office support by managing documents, scheduling, and facilitating internal communications.
- Contributed to streamlining administrative and operational processes to enhance team efficiency.
- Transcribed video/audio content accurately and timely, converting it into written form.

EDUCATION

Bachelors of Science in Computer Science, Centro Escolar University

PROFESSIONAL DEVELOPMENT

Google Data Analytics Professional Certificate – Coursera

Google Business Intelligence – Coursera

Business Analytics Concepts and Frameworks – UpoU

Six Sigma Yellow Belt – 6sigmastudy.com