

AIZA GRACE BONGGAN INDONG

San Ignacio Manay, Davao Oriental, Philippines
+639515510392 | aizaindong@gmail.com

CAREER SUMMARY

Highly motivated and experienced professional with several years of experience working on a family farm from young age coupled with a degree course in agribusiness management. Knowledgeable in soil management, pest control, irrigation, and other essential farming process. Possessed a strong business acumen with expertise in agricultural business planning, budgeting, and financial analysis. Seeking a challenging role that combines my practical farming knowledge with expertise in agricultural business strategies, allowing me to contribute to the success and growth of an agricultural enterprise.

SKILLS

- Crop and livestock management
- Soil analysis and fertility management
- Record keeping and farm documentation
- Ability to work independently and as part of a team
- Irrigation and water management
- Farm budgeting and financial management
- Harvesting and post-harvest handling
- Strong problem-solving and decision-making abilities
- Excellent communication and interpersonal skills

WORK HISTORY

- **L.A. ACCESSORIES AND WINDOW FILMS.CORP – PHILIPPINES** 3/13/2023-2/22- to present
ADMIN STAFF
 - Managed office operations, including documents filing, schedule and correspondence.
 - Coordinate meetings and maintained communication with internal and external stakeholders
 - Prepared reports, presentation, and documentation for departmental needs.
 - Handled procurement process and managed office supplies inventory.
 - Provided administrative support to department heads and staff.
- **OROINK SUPPLY SYSTEM CORPORATION – PHILIPPINES** 11/4/2018 – 1/30/2023
ADMIN IN CHARGE
 - Assisted in the development and implementation of administrative policies and procedure.
 - Implemented efficient filing system and organized office documents for easy retrieval.
 - Prepared and edited documents, report, and presentation, ensuring accuracy and adherence to company standards.
 - Excellent communication and interpersonal skills
- **DEPARTMENT OF ENVIRONMENTAL AND NATURAL RESOURCES – PHILIPPINES** 05/15/2017-10/6/2018
PROTECTION OFFICER
 - Development and deliver education programs to raise awareness among the community.
 - Participate in the development and implementation of resources management plans.
 - Conduct audits and inspection of waste management practices to ensure proper disposal and minimize pollution.
 - Coordinate with local authorities and agencies to enforce environmental laws and regulation.
- **KIMGUAN TRADING CORPORATION – PHILIPPINES** 8/4/2015 -4/28/2016
SECRETARY
 - Supported the executive team by managing their calendars, scheduling meetings, and arranging travel accommodations.
 - Prepared and edited correspondence, reports and presentations using Microsoft office Suite.
 - Maintained and organized physical and digital files, ensuring easy access and retrieval of information.
 - Answered and directed incoming calls and messages, providing assistance and resolving inquires as appropriate.

EDUCATION

- **DAVAO ORIENTAL STATE COLLEGE OF SCIENCE AND TECHNOLOGY – PHILIPPINES** 2011-2015
AGRIBUSINESS MANAGEMENT