



Aira Jhelyn Baytan

Sales & Project Engineer



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023 Brgy. Maguyam, Silang, Cavite

About Me

Great experience with Project Management and Sales, able to handle multiple tasks successfully. I am Reliable, Dedicated, and Committed in making sure that the tasks assigned to me are finished on time. Open to new learnings and experiences.

Skills

- Good Management and Leadership skill (Team Player)
- Project Management
- Customer Relationship building
- Computer Literate using Microsoft Office applications
- Basic drafting skills (AutoCAD)
- Basic knowledge in Photoshop
- Knowledge in industrial engineering principles and application methods
- Ability to pay attention to details and work in stressful environment
- Excellent ability in doing hands-on activities
- Eager to learn

Trainings and Certifications

May 2021

- Understanding Automotive Quality Management System, ISO 9001:2015 and IATF 16949:2016

March 2021

- Why-Why Analysis

June 2020

- Introduction to Systems Thinking

November 2019

- Injection Process Control

Professional Experience

Sales Engineer

Wholesale Electric Asia (Philippines), Inc. / Madrigal Business Park II, Ayala Alabang, Muntinlupa City

January 2023 – Present

Sales

- Establishes new accounts and services accounts by identifying potential customers and planning and organizing sales call schedule.
- Visits prospective buyers at commercial, industrial, or other establishments to show samples or catalogs and to give an overview about the products and services that the company offers.
- Identifies current and future customer service requirements by establishing personal rapport with potential and actual customers and others in a position to understand service requirements.

Sales and Project Engineer

Hybrid Power Corp / Cavite Light Industrial Park, Maguyam, Silang, Cavite

November 2021 – December 2022

Sales/Business Development

- Identifies current and future customer service requirements by establishing personal rapport with potential and actual customers and others in a position to understand service requirements.
- Establishes new accounts and services accounts by identifying potential customers and planning and organizing sales call schedule.
- Visits prospective buyers at commercial, industrial, or other establishments to show samples or catalogs and to give an overview about the products and services that the company offers.
- To market through academic and professional organizations via conventions and seminars
- Providing information about products or services to potential clients.
- Consulting with customers to determine their needs and preferences to help them select the right products or services for their needs.

Engineering/Costing Team

- Request for quotations on various set of supplier and contractors.
- Prepare cost estimates for a certain project and review in detail the proposals from the contractors and suppliers
- Creating quotations and proposals for clients
- Maintains project schedule by monitoring project progress, coordinating activities and resolving problems
- Coordinate with the vendors, the project site personnel and procurement regarding purchase and delivery for the efficient resolution of concerns.

Trainings and Certifications

December 2019

- Project Management through Advanced Product Quality Planning Process (APQP) / Product Approval Process through Production Part Approval Process (PPAP) for Automotive QMS and IATF 16949:2016

Languages

- English / Filipino

Additional Details

Driving License - Full

- Monitor the delivery of items at the intended location to confirm the accomplishment of the transaction
- Maintain a systematic and well-organized filing system for documents.
- Updating and monitoring of project databases

Quality Assurance Staff Engineer

TOMS Manufacturing Corporation / Daiichi Industrial Park, Maguyam, Silang, Cavite

September 2019 – June 2021

- Managing and handling people (employee) assigned with different task with regards to quality and project operation.
- On-time development of new product that will satisfy all standards and specifications based on Customer Requirements.
- Communicates and Negotiates with Customer with regards to Quality.
- Solving issues and handling concerns from customers with an empirical approach.

OJT

Total Powerbox Solutions Inc. / Cavite Light Industrial Park, Maguyam, Silang, Cavite

June 2018 / Alloted time: 240hrs

- Process Mapping
- Identifying the bottlenecks
- Process Improvement
- Company's area layout

Education

Tertiary:

Cavite State University

Don Severino delas Alas Campus, Indang, Cavite
Bachelor of Science in Industrial Engineering

Director for Public Affairs / Philippine Institute of Industrial Engineers, CvSU Student Chapter – SY 2017-2018
Year Graduated 2019

Microcadd (Autodesk Authorized Training Center)

SM Bacoor Cavite
Autocad 2017 with Color Rendering (Certificate of Completion)
July 8, 2018

Secondary: New Life Christian School of Cavite

Maguyam, Silang, Cavite
6th Honor
Year Graduated 2014

Elementary: Kaong Elementary School

Kaong, Silang, Cavite
Year Graduated 2010