

# ASHER JAN O. NAMAYAN

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Poblacion, Madalag, Aklan

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Contact No.: 09186569101



## CAREER OBJECTIVES

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Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my skills in the best possible way to help the company in achieving its goals.

## PERSONAL DATA

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Age:	27
Date of Birth:	January 19, 1997
Place of Birth:	Kalibo, Aklan
Gender:	Female
Civil Status:	Married
Citizenship:	Filipino
Religion:	Roman Catholic
Height:	5'1"
Weight:	65 kls

## EDUCATIONAL BACKGROUND

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### TERTIARY Technology

#### Aklan State University – College of Industrial

Andagao, Kalibo, Aklan  
SY. 2013-2017

### COURSE

#### Bachelor of Science in Information Technology

### SECONDARY

#### Aklan Catholic College

Roxas Ave. Extension, Kalibo, Aklan  
SY. 2009-2013

### ELEMENTARY

#### Madalag Elementary School

Poblacion, Madalag, Aklan  
SY. 2003-2009

## **TRAINING AND SEMINAR ATTENDED**

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### **Mayor's Office**

On The-Job Training

Poblacion, Madalag, Aklan

- Scanning, Printing of documents
- Encoded payroll
- Listing and Checking of Travel Order
- Encoded data in the Microsoft Excel in the Mayor's office

### **IT Seminar**

ASU-CIT Function Hall, Kalibo, Aklan

*"Personal Branding for Youth and Online/Offline Volunteeris"*

February 6, 2014

### **IT Seminar**

ASU-CIT Function Hall, Kalibo, Aklan

*"Living a Creative Life: Why. How. What."*

March 18, 2015

### **IT Seminar**

Cebu

January 30, 2017-February 2, 2017

## **SKILLS**

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### **TECHNICAL SKILLS**

- Programming (Visual Basic, Java, PHP)
- Microsoft Office (Word, Excel, Access, Powerpoint, Publisher)
- Adobe Creative Suit (Photoshop)
- AutoCAD (Intermediate Level)

### **PERSONAL SKILLS**

- Highly Organized and Efficient
- Good written and verbal communication
- Friendly and Open-Minded
- Proven leadership skills and ability to motivate

## **WORK EXPERIENCE**

### **IT/Laborer**

Don Leovigildo N. Diapo Sr. Municipal Hospital

Poblacion, Madalag, Aklan

November 15, 2017 - November 15, 2018

- Admitting and discharging of the patients using the program of the iHomis, the Hospital Billing System (HBSys).
- Checks the Philhealth eligibility of the patients.
- Scanning of documents that will be sending as claims of the hospital to Philhealth.
- Encoded documents with the Microsoft Programs, e.g Word, Excel, and Publisher

### **Data Analyst**

Accenture

Cubao, Quezon City

December 14, 2018 – Present

- Responsible for end-to-end transaction processing.
- Handles issue resolution to ensure department and customer needs are met.
- Assists with special projects as needed.

This is to certify that the above information is true and correct to the best of my knowledge and belief.

  
**ASHER JAN D. NAMAYAN**  
Applicant

