



ANDREI M

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Data Analysis
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

SAP Ariba/Hana
Google Applications
Microsoft Office
Canva
Adobe After Effects

PERSONAL PROFILE

A person with a positive can-do attitude and not afraid of starting over. With more than 6 years experience as **Finance and Business Admin Analyst**. A partner you can rely on when it comes to providing services across the globe.

WORK EXPERIENCE

FINANCE AND BUSINESS ADMIN ANALYST

International Business Machines - IBM | 2018 - Present

- Process SME for vendor master data responsible for handling escalated concerns.
- In charge of process audits and process revisions.

BUSINESS DEVELOPMENT OFFICER

Asiaworld Advertising Inc | March 2018 – August 2018

- Account Management
- Prepare Sales Reports
- Sales Generation

PROPERTY SPECIALIST

Megaworld Makati | September 2017 – February 2018

- Account Management
- Client Presentation
- Sales Generation

EDUCATION HISTORY

Pamantasan ng Lungsod ng Pasig

- Bachelor of Science in Business Administration Major in Marketing Management
- Member, Philippine Junior Marketing Association (PJMA)
- President's Lister - 2nd Semester (2016-2017)