

JOHN MICHAEL R. IGAYA

Brgy. Santiago, Malvar, Batangas City
Email: johnmichaeligaya1201@gmail.com

Mobile: +63 927 627 3627
Nationality: Filipino



PROFESSIONAL SUMMARY

Detail-oriented and highly organized Business Administration graduate with experience in procurement support, production planning, operations coordination, and administrative documentation. Strong background in data entry, purchase order processing, order tracking, and supplier coordination. Skilled in using Google Sheets and Microsoft Excel for data management, reporting, and monitoring schedules. Known for accuracy, systematic documentation, and deadline management. Seeking a remote Virtual Assistant or Operations Support role where I can contribute strong organizational, analytical, and communication skills to improve workflow efficiency.

CORE SKILLS

- Data Entry & Database Management
- Google Sheets & Microsoft Excel (Formulas, Tracking, Reporting)
- Documentation & Record Management (Documentation Expert)
- Purchase Order Processing & Monitoring
- Vendor & Supplier Coordination
- Order Tracking & Follow-ups
- Production & Operations Scheduling
- Inventory & Material Monitoring
- Email & Cross-Department Communication
- Deadline & Task Management
- Process Monitoring & Accuracy Control
- Administrative & Virtual Support

WORK EXPERIENCE

PMC Staff - Gaolin Technology Philippines OPC

- Managed sourcing and purchasing of raw materials based on production and customer requirements
- Prepared, encoded, and monitored purchase orders using tracking systems and spreadsheets
- Maintained accurate documentation of supplier records, delivery schedules, and inventory levels
- Used Excel-based tracking tools to monitor lead times and material availability
- Coordinated with planning, production, and suppliers to ensure on-time delivery

- Identified potential shortages and implemented corrective follow-ups
- Ensured organized record keeping to support reporting and operational audits

Production Planning Associate- EHS Lens Philippines

- Developed and updated production schedules using data analysis and forecasting
- Maintained documentation of logistics timelines and customer demand forecasts
- Tracked workflow progress and ensured alignment with production targets

Production Expediter- HERU Agency (Assigned to EHS Lens Philippines)

- Monitored production schedules and ensured deadlines were met
- Managed documentation flow between departments
- Followed up on pending tasks, materials, and paperwork
- Supported urgent requests through proactive coordination and tracking

Production Operator- Epson Precision Philippines Inc.

- Ensured compliance with production standards and documentation procedures
- Maintained operational accuracy and quality control records

EDUCATION

Bachelor of Science in Business Administration
Immaculate Conception College – Balayan, Batangas | 2018 – 2021

Bachelor of Science in Accountancy (Undergraduate)
Philippine School of Business Administration – Quezon City | 2012 – 2015

Secondary Education
Balayan National High School | 2008 – 2012

PERSONAL INFORMATION

Date of Birth: December 1, 1995 Height: 5'4" | Weight: 95 kg

Age: 29 | Sex: Male | Civil Status: Single

REFERENCE

Available upon request