



# RALDZ BORJA

- Navotas City, Philippines
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- <https://workwithborj.com>

Automation Developer / Data Analyst /  
Freelance Web Developer

## WORK EXPERIENCE

## ABOUT ME

I'm a seasoned professional with 12 years of corporate experience in the BPO industry, where I've had the opportunity to work in lines of business such as Banking and Finance, Insurance, and Retail specializing in Data Analysis, Reports Automation, and Robotics Process Automation (RPA), Customer Service, and Operations Support. My proficiency in leveraging advanced tools allows me to streamline processes and enhance data accuracy. I excel in transforming complex data into actionable insights, driving strategic decision-making with precision and efficiency.

## TECHNICAL SKILLS

- AUTOMATION ANYWHERE
- UIPATH
- VBA
- EXCEL MACROS
- SQL
- MYSQL
- POWERAPPS
- POWERBI
- TABLEAU
- FIGMA
- HTML
- CSS
- JAVASCRIPT
- REACT
- NODE.JS
- PHP
- WORDPRESS
- ELEMENTOR

## CERTIFICATIONS

Automation Anywhere Certified  
Advanced RPA Professional  
(AADVC-25466003)

### REMOTE WORK Jul 2024 - Present

#### Freelance

- Create email marketing campaigns, automated workflows on Marketing Platforms like Zoho, Instantly, Klaviyo, Systeme and GoHighLevel.
- Develop Websites, Landing Pages, Wordpress sites, Ecommerce Shopify Sites.
- Create Sales Funnels in GoHighLevel and Systeme Platforms

### COGNIZANT Remote Jan 2020 - Jun 2024

#### Robotics Process Automation (RPA) Developer

- Design, Develop, Test and Implement Automation Workflows using Automation Anywhere (A360).
- Create Process and End-User Documentation.
- Build re-usable automation components.
- Schedule & Monitor Bots in Production.
- Coordination with Business Process Owners for Bot Failures and Exceptions.
- Identify Issues and Investigate Root Cause of Bot Errors or Exceptions.
- Troubleshoot / Fix Bot Failures and Issues.
- Team Leadership and Team Management

### COGNIZANT Pasig City, Philippines Jan 2019 - Jan 2020

#### Robotics Process Automation (RPA) Production & Platform Support

- Schedule & Monitor Bots in Production.
- Coordination with Business Process Owners for Bot Failures and Exceptions.
- Identify Issues and Investigate Root Cause of Bot Errors or Exceptions.
- Coordinate with Application Team for any issues that affects bot performance.
- Migrate Bot Codes into Test and Prod Regions.
- Setup and Configuration of Bot Virtual Machines.
- Platform Administration (UiPath)

### COGNIZANT Pasig City, Philippines Jan 2013 - Jan 2019

#### Data & Reports Analyst / Automation Developer

- Creation of Tools for Metrics Analysis and Performance Tracking for BPO Operations Process.
- Database Management.
- Collection of Data, Query of Data using SQL, Data Transformation & Trend Analysis.
- Create Data Visualization.
- Prepare, Build and Publish Reports / Dashboards.
- MS Excel Report Automation and MS Excel VBA (Macro) Development.
- Data Transformation and Analysis using BI Tools

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## PERSONAL DETAILS

**Birthdate:**  
November 24, 1989

**Civil Status:**  
Single

**Nationality:**  
Filipino

**Languages:**  
English, Tagalog

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## LINKS

**LinkedIn:**  
<https://www.linkedin.com/in/raldzb/orja/>

**WNS GLOBAL SERVICES**  
Quezon City, Philippines  
Jan 2012 - Oct 2012

### Finance Associate

- Receives asset transfer request documents from client, financial advisors & financial firms.
- Process all transfer of mutual fund assets between custodians, ensuring accuracy and timeliness.
- Money movement includes exchanges, transfers of shares to another financial firm, liquidation of assets going to another financial firm or institution.
- Ensure that the request documents are in good order and process it accurately within time standard.
- Other task includes case assignment to team members.

**HEADSTRONG**  
Makati City, Philippines  
Apr 2011 - Dec 2011

### Data Entry Associate

- Analyze client scanned PDF documents like Client Application forms, Power of Attorney forms & Trustee Certificate forms.
- Ensure that the documents are in good order.
- Migrate required data into the Client Database System.

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## EDUCATION

**OUR LADY OF FATIMA UNIVERSITY**  
Valenzuela City, Philippines  
2010

### Bachelor of Science in Nursing

- PH Registered Nurse (Inactive License)

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## PROFESSIONAL DEVELOPMENT

Udemy

● Figma UI UX Design Essentials

Udemy

● Figma UI UX Design Advanced

Udemy

● The HTML & CSS Bootcamp 2024 Edition

Udemy

● Become a WordPress Developer: Unlocking Power With Code

Udemy

● The Complete 2024 Web Development Bootcamp

Udemy

● The Ultimate MySQL Bootcamp: Go from SQL Beginner to Expert

Udemy

● Tableau Desktop for Data Analysis & Data Visualization

Udemy

● Microsoft Power BI Desktop for Business Intelligence

Data Analytics Philippines

● MySQL Querying Fundamentals

Funnel Mastery Academy

● How To Become A Funnel Designer using Systeme.io

Home-Based Connect

● GoHighLevel Funnel & Membership Site Building

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