



# Marvic M. Pajarillo Jr.

Energetic and passionate individual aiming to utilize and share knowledge related to the field of study; showcase interpersonal skill, leadership, forward- planning, analytical and strategical skills to satisfy the business needs and requirements. Targeting to develop skills related to management and provide good output aligned with standard quality acceptable by the organization/management.

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🐦 @PajarilloMarvic

## WORK EXPERIENCE

### Administrative Assistant

Accenture – Multinational Company

August 2, 2019 – Present

Quezon City, Philippines

- Administrative Assistant

Post Service Jan 2022 – Present

- Data Analyst

Promise Intake Clerical Sept 2019 – Jan 2022

Intake Fax Team Aug 2019 – Sept 2019

## EDUCATION

### Centro Escolar University

Bachelor of Science in Business Administration Major in Business Management

2015 – 2019

Manila, Philippines

## SEMINARS ATTENDED

- “Gearing Towards Academic Excellence, Conquering the Fears of the Corporate World” of Jan, 2016
- “Stimulating the Entrepreneurial Minds” 28th day of Nov, 2016
- “Cultivating Awareness of Legal Impediments in doing Business” 2nd day of Aug, 2017 at ISC Mezzanine
- “Engaging International Students through Social Media” 1st day of Feb, 2017

## REFERENCE

Ms. Dohna C. Samar

Service Delivery Ops Senior Analyst

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Health Clinical Services Specialist

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Dr. Rowel E. Antonio

Professor of Centro Escolar University

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## SKILLS

Proficient in SAP Basic, Microsoft Office and Photoshop

Team Inventory Management

Productivity Management

Facets and Topaz Quality Auditor

Email Management

Leadership Collaboration

Fax and Clerical Support

Case Assignment Management

Data Entry

## ACHIEVEMENTS & CERTIFICATES

### Accenture

- Most Valuable Team Member Award – 2023 - 2024
- Collaborator Award – Certificate of Recognition 2022
- FY21 Information Security Silver Advocate 2021-2022
- FY20 Information Security Gold Advocate 2020-2021
- LDNA Learn Do Lead 2019

### Centro Escolar University

- President's List 1<sup>st</sup> Semester S.Y. 2018 – 2019
- Dean's List 2<sup>nd</sup> Semester S.Y. 2017 – 2018
- Hopkins - Test of English for International Communications March 2019
- SAP Business One Basic Logistics and Financial 2<sup>nd</sup> Semester S.Y. 2018 – 2019
- On-The-Job training 250 hour requirement for Office Practicum at Philippines AirAsia, Inc. S.Y. 2018 – 2019

## ORGANIZATIONS

- Project Catalyst 2019 – Present  
*Employee*
- Management Students' Association S.Y. 2015 – 2019  
*Member*
- Mathematics Club S.Y. 2016 – 2017  
*Member*

I hereby certify that the above information is true and correct

MARVIC M. PAJARILLO JR.