

AJHON DARL T. DULAY

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PROFESSIONAL SUMMARY

Results-oriented Administrative and Virtual Assistant with over three years of experience supporting business operations, executive functions, and customer service management. Demonstrated ability to streamline administrative processes, coordinate cross-functional activities, and maintain high standards of organizational efficiency. Equipped with a strong technical foundation in Computer Engineering and proficient in modern office productivity tools. Recognized for professionalism, adaptability, and strong communication skills in fast-paced environments.

PROFESSIONAL EXPERIENCE

Officer In Charge | SoleProtect | January 2025 – January 2026

- Directed daily business operations, ensuring seamless workflow and operational efficiency
- Supervised administrative functions, team coordination, and performance oversight
- Managed client relations and resolved escalated concerns with professionalism
- Oversaw documentation, reporting, and inventory monitoring systems
- Contributed to operational planning and continuous process improvements

Administrative Assistant | SoleProtect | February 2022 – February 2024

- Delivered comprehensive administrative support to management and operations teams
- Managed correspondence, scheduling, and customer communications
- Maintained accurate digital and physical records in compliance with company standards
- Prepared reports and maintained databases using Microsoft Excel and Google Sheets
- Supported marketing initiatives through content creation using Canva and CapCut

EDUCATION

Bachelor of Science in Computer Engineering | University of the Cordilleras | 2019 – 2022

CORE COMPETENCIES

Administrative Operations: Executive Support, Calendar & Email Management, Records Management, Data Entry & Reporting, Process Coordination

Technical Proficiency: Microsoft Word, Microsoft Excel, Google Workspace (Docs & Sheets), Canva, CapCut

Professional Skills: Analytical Thinking, Organizational Leadership, Verbal & Written Communication, Adaptability, Cross-Functional Coordination