



## DANILO G. DUMAGUING

Terminal Operations Assistant - A

### PERSONAL SUMMARY

I'm an experienced Statistician, Researcher, Terminal airport operations and other office works with a responsible for providing administrative support to an organization.

### INTERESTS

- Creating Organizational
- Development Programs for data encoding
- Playing Basketball and Referee
- Traveling and Mountain Climbing

### CONTACT DETAILS

Mobile: +639519815183

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### WORK EXPERIENCE

#### Internal Auditor III

Internal Audit Service, VSU 2024-Present

- Prepared BAICS
- Prepared Engagement Planning
- Reviewed and analyzed audit report

#### Terminal Operations Assistant - A

MIAA- Manila International Airport Authority (2018-2024)

- Handles the gate planning, coordination and flight information
- Handles the Statistical operation of flight and passengers movements
- Monitors incoming and outcoming of aircraft movements
- Prepares shift report, daily, monthly, quarterly and annual reports

#### Researcher

Plans and Programs Division, MIAA (2014-2018)

- Managed & organized files
- Constantly updated the project of the company
- Monitored and updated the company operations and infrastructure
- Collated, tabulated and designed processes for data collection

#### Statistician

Systems and Programs Division, MIAA (2009-2014)

- Collected, analyzed, and interpreted data of flight and passenger
- Forecasted, identified trends and relationships in data of flight and passengers
- Advised organizational and business strategy
- Assisted the section head in decision making

### EDUCATION

#### Philippine Christian University

Master in Management in Public Administration(MMPA), 2020

#### Visayas State University

Former Visayas State College of Agriculture (ViSCA)

Bachelor of Science in Statistics, 1996

Softball Varsity

#### Matalom National High School

Former Matalom Municipal Vocational School

Pioneering batch 1989

### SKILLS

- Problem Solving
- Adaptability
- Collaboration
- Hard working
- Time Management
- Sports minded