



MICHAEL JAMES ABINA AGSAOAY

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Results-driven compliance professional with over 5 years of proven success in managing and ensuring adherence across diverse compliance areas, including environmental, regulatory, ethics, financial, and data management compliance. Skilled in leading comprehensive compliance programs, conducting risk assessments, and implementing process improvements that strengthen controls and reduce operational risks. Seeking a full-time role where I can leverage my broad compliance expertise to build robust frameworks, safeguard data integrity, promote ethical practices, and drive organizational excellence.

PROFESSIONAL SUMMARY

- Compliance professional with 5+ years of experience ensuring adherence to regulatory requirements, funding guidelines, and corporate policies across diverse industries
- Proficient in Microsoft Office applications with hands-on expertise in data cleansing, standardization, reporting, and system administration
- Skilled in conducting eligibility reviews and assessments of grants, ensuring compliance with funding guidelines and regulatory standards
- Experienced in developing and maintaining compliance policies, procedures, and documentation
- Strong analytical skills with a proven ability to identify compliance trends, gaps, and insights, and implement effective corrective actions
- Collaborative team player with excellent communication and problem-solving abilities

PROFESSIONAL EXPERIENCE

Senior Compliance and Monitoring Associate

HORNE Philippines Corporation

July 2024 – Present

- Conducts initial expenditure reviews over federal reimbursement requests to ensure compliance with regulatory requirements
- Performs thorough reviews of applications for federal funds, including assessment of completeness, accuracy, and adherence to funding guidelines
- Evaluates purchasing actions to determine compliance with federal procurement standards

Corporate Compliance Analyst

Nidec Motor Philippines Corporation

May 2021 – July 2024

- Provided administrative support for e-Learning platforms and compliance hotline operations.
- Performed regular data cleansing and standardization of the e-learning system database.
- Assisted in the development and global delivery of compliance training programs across the Americas, EMEA, and APAC regions.
- Prepared and presented KPI dashboards and compliance reports to senior management and key stakeholders.
- Contributed to internal investigations and supported the resolution of compliance matters.
- Partnered with cross-functional teams to develop, review, and update compliance policies and procedures.
- Supported the implementation and ongoing maintenance of global compliance programs.
- Collaborated with various teams to enhance internal controls and strengthen compliance processes.

Contract and Compliance Officer

Solar Philippines Rooftop Corporation

September 2020 – March 2021

- Monitored bonds and insurance applications and renewals for business projects.
- Assisted in preparing endorsement requests and proposals for project-related bonds and insurance.
- Facilitated funding processes for bond and insurance applications and renewals.
- Managed DOE-related requirements for feasibility studies, ensuring technical specifications aligned with compliance standards for Solar Energy Operating Contracts (SEOC).
- Performed a range of administrative functions including document control, plan monitoring and evaluation, and data validation.

Permitting and Compliance Officer

Solar Philippines Rooftop Corporation

February 2020 – August 2020

- Handled LGU-related permitting and compliance requirements including:
 - processing business permit renewals for PPA projects,
 - requesting Transfer Certificates of Title (TCT) from the Land Registration Authority (LRA),
 - and coordinating with local government offices to secure necessary approvals and documentation.
- Performed administrative support functions — such as document control, plan monitoring and evaluation, and data validation — to ensure proper recordkeeping and compliance with organizational and regulatory standards.

Environmental Sampling Team Leader

Induframach Incorporated

February 2019 – January 2020

- Performed stack emission sampling on generator sets, boilers, and furnaces — measuring key parameters such as Particulate Matter, Nitrogen Oxides, Sulfur Oxides, and Carbon Monoxide — for clients across Metro Manila and provincial locations.
- Conducted Electrostatic Precipitator (ESP) efficiency testing — ensuring operational compliance and performance evaluation — for various coal-fired power plants.
- Carried out ambient air sampling — monitoring pollutants such as Total Suspended Particles, Nitrogen Dioxide, and Sulfur Dioxide — for diverse client sites both within and outside Metro Manila.
- Prepared detailed technical reports — documenting findings, analyses, and recommendations — to support clients' compliance with DENR-EMB source emission standards.

SKILLS

- **Software Proficiency:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), compliance and monitoring software, learning management systems (LMS)
- **Data Management & Analytics:** Data entry, validation, governance, quality control, and standardization; skilled in reporting, analysis, and dashboard preparation
- **Compliance & Process Improvement:** Experience in compliance documentation, monitoring, and supporting regulatory frameworks; adept at identifying process gaps and implementing improvements
- **Project & Administrative Support:** Project coordination, task tracking, and basic administrative functions ensuring timely deliverables
- **Attention to Detail:** Strong ability to review, verify, and ensure accuracy of data, reports, and regulatory documentation
- **Communication & Visualization:** Preparation of reports, presentations, and graphic illustrations to support business decision-making

EDUCATION

Technological University of the Philippines

Bachelors, Environmental Science

Ayala Boulevard, Ermita, Manila

2014 - 2018

REFERENCES

Available upon request.