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# VOLET

Deira Dubai

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**CAREER OBJECTIVE**: To be able to enhance, develop and improve further the knowledge, skills and abilities in my field. Thus,

attain a level of competency that will complement both corporate and global needs and demands.

**QUALIFICATION:**

* Establish Quality Document for production (ex. Assembly Layout, Work Instruction, Standard Time, Process Design, Etc.)
* Proficient in MS application such as MS Word, Excel, Powerpoint, Outlook, Adobe (Photoshop), Lotus Notes and Internet Operations.
* Flexible and adapts easily to new concept and processes and is able to consistently deliver great result under pressure.
* Excellent in terms of interpersonal relationship with other people and work ethics and with strong organizational and communication skills.
* Hardworking and able to build and maintain solid business relationships with people on all levels.

**EMPLOYMENT HISTORY:**

August 06, 1998 ~ April 04, 2013 at **EPSON PRECISION (PHILS.) INC. – Lipa Plant**

Location: Lima Technology, Lipa City Batangas, Philippines

Position: **Office Staff (MOST Analysts)**

October 2006 up to April 2013

Manufacturing Engineering Department

Imaging and Information Product Division

**Job Function:**

* Establish Standard Time through time and motion study using MOST (Maynard Operation Sequence Technique) system tool during new model establishment.
* Perform an in-depth analysis of the present condition by using different techniques (ex. Time Study, Work Sampling, Process Analysis, Motion Analysis, Process Design / Layout, etc.).
* Support in the introduction of new models by improving the process design with regards to manpower computation and process distribution.
* Perform process audit during initial run of new model or destination.
* Perform monthly monitoring on the actual progress of Standard Time vs. Actual Time.
* Initiates Quality Improvement Activities and Cost Down Reduction Activities for Productivity improvements.
* In charge for the update/revision for maintenance of System Documents (MOST and Lotus Notes).
* Assist the in-charge for the establishment/revisions of Quality Management System within the department in relation to ISO 9001 requirements.
* Monitor implemented quality system procedure in compliance with the standards.

Position: **Administrative Clerk**

August 6, 1998 to September 2006

Product Engineering Department

Imaging and Information Product Division

**Job Function:**

* In-charge in maintenance documentation.
* Maintain group documents files according to procedure.
* Responsible in receiving and distributing necessary documents.
* Responsible in monitoring of Daily Absenteeism Report.
* Monthly summarizing and recording of manpower update.
* Assist employees in document/administrative related item.
* Monitor correctness of data submitted to admin section.
* Inform to all members for the new information related to administrative matters.
* Coordinate to othersection related to administrative matters.
* In-charge in monitoring of Asset of the section.
* In-charge in purchasing item for the section.
* Participate in different activities concerning ISO 9002 and ISO 14001.
* Performs others task given by the superior.

**PERSONAL INFORMATION:**

Date of birth : September 06, 1979

Place of birth : San Pablo City, Laguna Philippines

Age : 33 years old

Status : Single

Citizenship : Filipino

Language / Dialects Used : English and Tagalog

Visa Status : Tourist Visa

**EDUCATIONAL ATTAINMENT:**

**TERTIARY LEVEL:**

**3rdBachelor of Science in Computer Science** June 1995 to April 1998

Laguna College

Paseo de Escudero, San Pablo City Laguna Philippines

**Character reference available upon request**

I hereby certify that the above-mentioned information is true and correct with the best of my Knowledge and belief

**VOLET**