Jade

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**OBJECTIVE**

To obtain challenging and responsible position where I can utilize and share my concepts, contribute my ability, to work with integrity and sincerity, able to enhance my knowledge with the generous opportunity for professional and advancement as well as to serve people with my very best.

**PROFESSIONAL EXPERIENCE**

**Employer: TISS ELECTROMECHANICAL L.L.C. – Abu Dhabi, UAE**

Safety Officer/Administrative Assistant - October 11, 2010 up to present

**Job Description:**

* Develops and maintains environmental, health and safety policies and program.
* Works with environmental, health and safety advisory committees to promote and provide safety expertise and in the development and presentation of safety training materials.
* Coordinates and conducts work area assessment, surveys, and program evaluations to determine the presence of hazardous conditions, such as noise exposure, chemical exposure, indoor air quality, light levels, confined space, and etc.
* Performs or assists with accident investigations as needed. Insures that processes take necessary corrective action to prevent future incidents.
* Communicates recommendations to all concerned parties promptly.
* Conducting monthly inspection of Fire Extinguisher, Exit lights and Emergency lighting.
* Providing information to all the staff with respect to: Fire Safety, Chemical Safety, Radiation Safety, Biohazards Safety, First Aid Training and mandatory training (Hoist, TDG, Laser, and Ladder etc).
* Maintaining Departmental Safety Bulletin Board.
* Informing the Department head on all of the above.
* Daily monitoring, inspection and supervision in the workplace area.
* Responsible for providing administrative and secretarial support to the Department Manager and officers; coordinates functions, meetings, training sessions and special events; maintains office, marketing, and training room supplies
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Maintain confidentiality and security of company and employee documents at all times
* Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department services
* Responsible for providing administrative services in order to ensure effective and efficient operations.

**Employers: ALBERT’S INTERNET CAFE – Philippines PR COMPUTER CENTER**

Technical Support Staff Technical Support Staff

2008- 2010 2006-2008

**Job Description:**

* Provided customer or clients support and technical assistance on all hardware & software products, generated new subscribers and equipment sales/ leases and trained customer and employees on use, maintenance and repair of equipments.
* Troubleshoot and resolved computer problems. Installed software and perform general troubleshooting.
* System built/sold, Pentium 4, II, Laptops, Scanning software and other programs as per required by the clients.
* Lubricate mechanical drives, clean and adjust disk drive, component replace cords, ram chips and disk drive controller cards and other parts.
* Reformatting and installing software applications such as games, windows office, antivirus and other application required.

**ACADEMIC QUALIFICATION**

**College Graduate**

CAGAYAN COLLEGE TUGUEGARAO, PHILIPPINES

Computer Technology (Hardware Servicing)

Year 2008

**TRAINING AND CERTIFICATES**

**IOSH- MANAGING SAFELY CERTIFICATE**

* Managing safely
* Assessing risk
* Controlling risk
* Identifying hazards
* Investigating accidents and incidents
* Protecting our environment

**NEBOSH- INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH**

**AND SAFETY**

**IGC1 –** Management of International health and Safety

**IGC2** – Control of International Workplace Hazards

**IGC3** – Health and Safety Practical Assessment

**COSHH- CONTROL OF SUBTANCES HAZARDOUS TO HEALTH CERTIFICATE**

* Forms and classification of hazardous substances
* Risk associated in hazardous substances
* Occupational exposure limit
* Acute and chronic effects
* Control measures
* Waste disposal

**FIRE WARDEN CERTIFICATE**

* Basic fire principals, hazards and risk in the workplace
* Fire prevention and prevention of fire spread
* Fire alarm and firefighting equipment
* Means of escape
* Evacuation of the workplace

**IEMA- INTERNATIONAL ENVIRONMENTAL MANAGEMENT AWARENESS**

* ISO 4001 environmental management system
* Waste reduction and recycling
* Management practicing
* Achieving goals and benefits

**CERTIFICATE IN GRAPHIC DESIGN**

* Edit and design using Adobe Photoshop
* Edit and design using Adobe Illustrator
* Knowledge in In-design

**PERSONAL PROFILE**

Nationality Filipino

Date of Birth October 17, 1985

Religion Catholic

Marital Status Married