THE PERSONNEL MANAGER

Dear HR Manager:

Greetings! You might need my services for your vacant job. I have a number of experiences at various operational environments. It has been my greatest desire to exercise my talent and skills in your company because I am optimistic with the exciting work and challenge. I believe the work assignment is an opportunity for growth and that my skills will be a potential contributing stake in your organization. As you can imagine, I have juggled countless working environment that are essential in meeting employer’s expectations.

I bring an unusual combination of experience, skills and character; smart, easily trained, trustworthy, dedicated, and result-oriented. I'd like to discuss with you how I could offer a hand as your future employee. Please take a moment to consider my duties and responsibilities from my previous employments along with my personal details and list of my experiences and background that are available at the attached resume. Thank you very much.

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| Key Skills | * Admin Specialist / Assistance * Project Management * SAP Encoding * QA Chemical Laboratory Analysis * Quality Assurance / Control Inspection (Manufacturing) * Sanitation Inspection (GMP, HACCP) * Profiecient in Microsft Word, Excel and other online tools. | | |
| Work History | September 2014-October 2015 Admin Specialist/Coordinator, ***Julimons Enterprises***, Tambo, Iligan City February 2014-September 2014 Customer Relations Associate, ***Smart Communications Inc.***, Gaisano, Iligan City Branch March 2009 – September 2009FEED QA Analyst/Inspector *Danway Processing Corporation,* Mandaue Cebu City.November 2008 – March 2009FEED QA Analyst *Swift Foods Inc.,* Mandaue Cebu City.January 2008- July 2008 QA Laboratory Assist, QC Inspector, ***General Canning Corp.***, Tambler, General Santos November 2006 – February 2007 OJT QA Sanitation Inspector, Lab Assist, ***Alliance Tuna Inc.***, Tambler, General Santos | | | |
| Education | Bachelor of Science in Engineering Technology Management Mindanao State University – Iligan Institute of Technology **April 2011**  Chemical Engineering Technology  Mindanao State University – Iligan Institute of Technology **April 2007**  **Iligan City East High School**  **Secondary April 2004** | | | |
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| Previous Duties and Responsibilities | Admin Specialist/Coordinator,  ***Julimons Enterprises***   * Create, Prepare and Submit Bidding documents to clients. * Attend Pre-bid conferences and Opening of bids in behalf of my employer. * Overseeing the delivery of the project and/or provision of services. * Create, Draft and review office letters and documents * Evaluate current operations to identify and implement process improvements. * Review and revise work procedures for operational efficiency. * Monitor the administrative activities according to quality standards. * Maintain company records and reports in accurate manner. * Maintain systems for tracking and handling administrative operations efficiently. * Provide assistance for different clerical functions such as document filing, report generation, attending calls, faxing and mailing. * Implement efficient billing procedures to ensure timely execution of billing cycles.   Customer Relations Associate  ***Smart Communications Inc.,*** Gaisano, Iligan City Branch   * Handles customer’s request, inquiry and complaints. * Provide appropriate solution/transaction to meet subscriber’s request. * Access customer solutions platforms to check subscribers account. * Make daily and monthly reports.  FEED QA Analyst/Inspector*Danway Processing Corporation,* Mandaue Cebu City.  * Receives and analyzes all incoming Raw materials and all Finished feeds * Prepares and standardizes reagents used for analyses. * Checks and monitors ongoing feed production. * Checks the standard critical points and reports any deviations. * Assures standard specifications of equipment. * Maintains standard calibrations of equipment * Responsible for forecasting and monitoring of all the production raw material needed.  FEED QA Analyst*Swift Foods Inc.,* Mandaue Cebu City.  * Prepares and standardizes reagents used for analyses. * Checks and monitors ongoing feed production. * Checks the standard critical points and reports any deviations. * Assures standard specifications of equipment. * Maintains standard calibrations of equipment * *Inputs all movements in SAP system*   QA Laboratory Assist, QC Inspector,  ***General Canning Corp.***, Tambler, General Santos   * Preparation of solutions used in all analysis * Determination of Salt content on frozen raw fish and finished goods. * Oil Analysis (Fish Oil, soya oil, sun flower oil, etc) * Water,Ingredients and Fishmeal Analysis (Crude Protein, Moisture content)   OJT QA Sanitation Inspector, Lab Assist,  ***Alliance Tuna Inc.***, Tambler, General Santos   * Helps assure and prevent no chemical, physical or microbiological contamination on tuna products. * Checks chlorine concentration in plant water source every 4 hours to assure its standard concentration * Analysis of Fish Histamine concentration. * Analysis of %NaCl on frozen fish. * Analysis of %Moisture on fishmeal. * Preparation of Reagents used in analysis | | | |
| Curriculum Vitae | | * Date of birth : June 13, 1987 * Place of Birth : Iligan City * Height : 5’2 * Weight : 50 kg | | |
| Other Skills | | | Professional Driving,  Proficient on MS Tools and other online tools.  Communication skills: Excellent English grammar and usage in writing, good presentation skills, wrote department reports and communication letters.  C:\Users\Khushali\Documents\OMessenger\Received files\CV_Preview_Logo.jpg  **Gulfjobseeker.com CV No:** **1493658** |
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