**First Name of Application CV No 1621476**

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**objective**

1. To work in a professional and challenging environment where I can be an asset to the company, simultaneously grow in an organization and pursue a career that utilized my knowledge and experience for the benefits and services of the company.

Strength and Qualifications:

* Critical and Analytical Thinker. Able to easily adapt and gain new skills, asks the right questions and apply knowledge to work effectively both independently and in teams.
* Skilled in building productive relationships and communicating clearly with individuals at all levels from all cultural backgrounds.
* Exceptional organizational skills.
* Strong commitment to provide quality service to clients through updating knowledge and skills.
* Deliver friendly, efficient customer service.
* Computer literate, good in Microsoft office such as MS word, excel, power point presentation and Outlook.
* Being able to work under pressure.
* Good in organizing meetings and conferences
* Experienced in data entries, and other clerical works.
* Team player
* Improving Standard Operating Procedures.
* Knowledge of factory safety requirements, people management and development.
* Ability to read, comprehend, and compose complex instructions, policies, procedures and correspondence.
* Providing leadership to plant staff.

Job Experience: (can join immediately)

**Sales/ Admin / Time Keeper – May 2015 – January 31, 2016**

**Production Supervisor – 9 months**

**Quality Systems Environmental Auditor – 4 years & 2 months**

**Document Control Clerk – 2 years & 2 months**

**Quality Assurance / Quality Control Inspector – 6 years**

**Receptionist / Customer Service – 2 years & 11 months**

**Sales / Admin / Time Keeper**

**S.E.S Stationery**

**(May 2015 – January 31, 2016)**

*Principal Function and Responsibilities*

* Compiles employee’s time & production records, using calculator or computer: Review time sheets, work charts, and timecards for completeness.
* Computes total time worked by employees, using calculator or computer, post time worked to master timesheet & routes timesheet to payroll department. May pay employees.
* May locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated spotter.
* May interview employees to discuss hours worked and pay adjustments to be made & be designated pay agent.
* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Answer & direct phone calls.
* Organize & schedule meetings & appointments.
* Maintain contact lists.
* Produce & distribute correspondence memos, letter, faxes & forms.
* Assist in the preparation of regularly scheduled reports.
* Develop & maintain a filing system.
* Order office supplies.
* Provide general support to visitors.
* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Must act as a bridge between the company and its current market and future markets.
* Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
* Help management in forthcoming products and discuss on special promotions.
* Review their own performance and aim at exceeding their targets.
* Record sales and order information and report the same to the sales department.
* Provide accurate feedback on future buying trends to their respective employers.

**Production Supervisor**

**Cirtek Electronics Corp.**

**(December 2013 – September 2014)**

*Principal Function and Responsibilities*

* Supervise and assist production personnel
* Confirm process stability and adequate process control.
* Detect resources problem preventively and ensure effective corrective action executed.
* Ensure strict product / schedule conformance before product release to succeeding stations.
* Ensure adequate training provided for process control and problem solving techniques.
* Monitoring production performance through work efficiency and yield performance.
* Ensure sufficient material and manpower to balance line loading.
* Responsible for proper storage of all the units / materials under their jurisdiction to avoid damage/ degradation at all stages.
* Follows and coordinate with the top management.
* Resolve the problem in everyday operation.
* Managing and improving production processes to enhance product quality and maximize efficiency.
* Directly supervising and assisting staff during production.
* Tracking staff absenteeism and time-keeping.
* Ensuring the safest working environment possible for staff.
* Planning, assigning, and directing production work.
* Appraising staff performance.
* Rewarding or disciplining employees.
* Periodically carrying out office work.
* Addressing employee complaints and resolving any problems.
* Actively working to eliminate hazards that may cause injury.
* Organizing and prioritizing production needs.
* Carrying out accident investigations.
* Making sure that products are to the highest grade and production standards.
* Creating an environment that is conducive to teamwork.
* Making sure that paperwork is in place for audits.
* Appoints staff in specific duties such as preparing timesheets, correspondence and other clerical work

**Quality Systems Environmental Auditor (QESM)**

 **Cirtek Electronics Corp.**

**(September 2009 – December 2013)**

*Principal Function and Responsibilities*

* Perform quality system audits on the different areas and functions of the company.
* Conducting quality audits and surveys
* Collects evidence of conformity and non-conformity
* Responsible in issuing audit reports to concerned personnel and top management (General Manager. Operations Managers, Administration Manager, QA Manager and Quality Management Representative).
* Perform follow-up audits to verify implementation and effectiveness of corrective actions to in-house and customer quality problems and audit discrepancies.
* Recommend system improvement action.
* Complies with company’s Quality System
* Works effectively / efficiently
* Report findings clearly
* Checks corrective action effectiveness
* Communicate with all the organization
* Responsible in every decision making.

**Document Control Clerk**

**Cirtek Electronics Corp.**

**(June 2007 – August 2009)**

*Principal Function and Responsibilities*

* Major responsibility is deal with all the documents of the company and make sure that they all are kept at their specific place.
* Ensure that all the documents and files have specific name, no errors will be there and complete checked before submission.
* Maintain and examines related files to release blueprints, drawings and engineering documents to manufacturing and other operating departments.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Make sure that the controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Maintain updated records of all approved documents and drawings and their distribution clearly.
* Responsible for coordinating with all departments of the company in order to assure that all documents are kept in the right place and in the right department file archive.
* Ensure that all corporate documents are well checked and submitted on time prior to the documents submission due date.
* Perform a regular audit on the major corporate documents in order to check that all the documents are placed at their own departments and no obsolete file.
* Responsible for file validation and document controlling to assure that all submitted documents and file must be first checked and approved by the superior in charge.
* Submitting corporate documents punctually and with quality.
* Responsible for scan, image, organize and maintain company’s document lifecycle procedures and archive inactive records in accordance with the records retention schedule to control the retrieval of documents

**Quality Assurance / Quality Control Inspector**

 **Cirtek Electronics Corp.**

**(May 2001 – May 2007)**

*Principal Function and Responsibilities*

* Ensure compliance to define environmental and ESD controls.
* Ensure proper qualification of machine / equipment.
* Performing SPC charting, writing up evaluations and assessments.
* Provide on time and accurate control on process and product.
* Responsible to give feedback to all concerned a summary and analysis of discrepancies detected / observed on a regular basis.
* Sustain the inspection test record for future references.
* Monitoring and examining each stage of production.
* Ensuring that all testing is performed to the highest standards.
* Distributing written Quality Assurance results to appropriate parties.
* Monitoring all inspection and testing equipment to ensure current and valid calibration.
* Package outline drawing and specifications.
* Checking that production methods meet relevant legislation.
* Recommending changes to a production process.
* Making sure that company employees follow documented procedures and standards.
* Carrying out final inspections.
* Identifying unsafe working practices.
* Looking out for defects in a product.
* Making sure that labels are accurate.
* Discussing inspection results and conclusions with production managers.
* Performing inspections of purchased parts.
* Entering inspection results into a database.

**Receptionist / Customer Service**

 **Cirtek Electronics Corp.**

**(May 1998 – April 2001)**

*Principal Function and Responsibilities*

* Greet, assist and direct guests, workers and visitors.
* Answer all incoming and outgoing calls and handle caller’s inquiries.
* Respond to guests and public inquiries.
* Receives, directs and passes on telephone and fax message
* Maintain the common filing system and file all letters.
* Provides administrative services to the office manager.

EducationAL background

 **College: B.S. Midwifery**

 ***Martinez Memorial College***

Manila, Philippines - Graduated: 1995

***Judge Juan Luna High School***

Quezon City, Manila

SY 1989 – 1993

***Magat Salamat Elementary School***

Tondo Manila

SY 1983 – 1989

**personnal information**

 ***Date of Birth***: Dec. 17, 1976

 ***Age***: 39 years old

 ***Sex:*** Female

 ***Height:*** 5’2”

 ***Weight:*** 132 lbs

 ***Religion:*** Christian