**First Name of Application CV No 1640784**

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**OVERVIEW**

To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. Enriches my knowledge and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

**WORK EXPERIENCES**

***Dispatch Clerk (Document Controller) / Admin Assistant*** August 2007 – August 2015**Maxim Integrated** **Philippines** Semicon Company

* Control inventory of work-in-process. Handle incoming & outgoing system shipment transactions.
* Prepares reports needed by the Section Manager.
* Encodes all documents in the systems such as (SAP, COMETS, MAXCIM). .
* Updates Section Manager on any significant problem at test floor.
* Provide endorsement on major issues encountered at the line. Updating and relatively response to inquiry of any group pertaining to production issues. Do minor troubleshooting in computers, minor repairing.

**Sales Associate, cashier to Officer In Charge** January 10, 2006 - July 30, 2007

**Games and Gadgets** Electronics Company

* Greet and assists customers in a courteous manner.
* Help increase a store's sales by providing information about products to customers.
* Handle inbound calls from customers and responds to customer inquiries.
* Display merchandise on racks in an attractive manner. Prepare list of items to be re-stocked.
* Maintain and manage store room neat and tidy.

**Quality Controller** Aug. 15, 2005 – January 08, 2006

**EPSON** Camera Lens, Manufacturing Company

* Approve finish products by confirming specification conducting visual and measurement test.
* Maintains safe and healthy work environment by following standards and procedures; complying with legal regulations.
* Keeps measurement equipment operating by following operating instructions and calling for repairs.

**Production Operator** October 3, 2004 – April 24, 2005

**Showa Aluminum Phil. Corporation** Manufacturing Company

* Setup the production equipment and supplies before executing the job orders.
* Operate equipment safety and effectively for production processing.
* Inspect and ensure that equipment are maintained in good and safe working condition.

**SalesMan to WarehouseMan** September 30, 2002 – September 30, 2004

**Robinsons Department Store**  Supermarket Incorporation

* Ensure high levels of customer satisfaction through excellent sales service.
* Maintain in-stock and presentable condition assigned areas.
* Remain knowledgeable on products offered and discuss available option.
* Organize stocks, spacing and maintain its inventory. Inspecting products for defects and damages.
* Receive and supervise unloading and place incoming inventory items appropriately..
* Contributes ideas on ways to improve or optimize warehousing procedures. Keeping warehouse clean and organized daily.

***Banquet Waiter (all around)*** May 15, 2001 – September 28, 2002 **Traders Hotel Manila** Hotel, Leisure’s Company

* Set banquet rooms and halls as per instructions of the event Manager.
* Greet guests in cordial manner as they arrive. Offer welcome drinks and ask if they need any addition items.
* Anticipate guests needs continually and fulfill them appropriately. Clear dishes and flatware once the event is ended.
* Clean premises along with stripping table cloths and napkins. Take down decorations as instructed.

**EDUCATION**

***Computer Studies (Programming)* Systems Technology Institute College Graduated: April 2001**

***Graphic Arts (Printing)* Technological University of the Philippines**

**2nd Year - 1998 - 1999**

***Building Wiring Electricity (BWE)* Helping Foundation Incorporated**

**Graduated: June 1998**

**PERSONAL**

Philippine National…married…excellent health…trustworthy…has a strong aptitude for multitasking…fast learner…enjoy sports and challenges…eager to learn more…a team player…interested in productivity…