**First Name of Application CV No:** **1652172**

Whatsapp Mobile: +971504753686



**OBJECTIVE:**

I look forward to a dynamic career in an organization which creates a benchmark in best practice & quality in the industry. The career should engage and exposed me to refine my capabilities and prove to be beneficial in the growth of the organization as a whole.

**SKILLS:**

* Software / Application (MS Word, MS Excel, MS Power Point, Adobe Photoshop)
* Basic Languages and Scripts (HTML, Visual Basic, C++, Java Script)
* Self-Motivated
* Organized
* Team Player
* Initiative
* Fast Learner
* Flexible
* Excellent communication skills
* Willing to work under pressure

**WORK EXPERIENCES:**

**REEL SERVICE (PHILIPPINES), INC**. **(ATMEL CORPORATION PHILIPPINES)**

**Philippines**

**(2014 -2016)**

* **Quality Assurance (February 2015 – January 2016)**

**Duties and responsibilities**

* Draft quality assurance policies and procedures.
* Interpret and implement quality assurance standards.
* Evaluate adequacy of quality assurance standards.
* Devise sampling procedures and directions for recording and reporting quality data.
* Review the implementation and efficiency of quality and inspection systems.
* Plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality.
* Evaluate audit findings and implement appropriate corrective actions.
* **Office Assistant (January 2014 – February 2015)**

**Duties and responsibilities**

* Greets customers of the department, or other personnel of the college, by phone, in person or through electronic media.
* Provide general support to visitors
* Uses a personal computer and a variety of office software applications including word processing, email, and file management.
* Operates office equipment such as printers, copy machines, fax machines.
* Receives mail or correspondence for the work unit or area

**JOSEPHINE’S GLASSWARE (SARIAYA MARKET)**

**Philippines**

**(2011-2013)**

* **SALES REPRESENTATIVE**

**Duties and responsibilities**

* Manual Cashier
* Assisting clients to their desired products.
* Do the production materials inventory.
* Encoding daily customer job order
* Do monthly production reports
* Receive customer’s call
* Provide customer satisfaction
* Make sure that the sales increase every month
* Do research and regularly updating the regular customer for the new products

**EDUCATIONAL BACKGROUND:**

**Computer System Technological College**

**(Vocational) : Computer Science Information Technology (CSIT)**

SY: 2010-2012

**High School : Sariaya Institute**

Quezon

SY: 2006-2010

**Elementary : Sariaya East Central Main Elementary School**

Quezon

SY: 2000-2006

**PERSONAL INFORMATION:**

**Age :** 22

**Date of Birth :** June 23, 1993

**Gender :** Female

**Civil Status :** Single

**Nationality :** Filipino

**Religion :** Roman Catholic