Imelda

Imelda.277033@2freemail.com

**OBJECTIVE**



Highly motivated peak performingCertified Electrical Engineerkeen to join a well managed professional organization where my logical and technical expertise can properly be utilized and will augment my skills and capabilities making a valuable contribution for the development of the company. And be able to contribute my knowledge and skills in the field of Electrical Engineering to a good institution while enhancing my interpersonal and personal growth.

**CAREER EXPERIENCE**

Experienced in planning, management and maintenance inan electrical industry, has 15 years experience on sales and management, and 10 years experience on secretarial ship and administrative assistance.

**SUMMARY OF SKILLS &QUALIFICATIONS**



* Thorough knowledge of the standard practices, tools, and terminology of electrical trade and theory.
* Thorough knowledge of the safety hazards of the work and the necessary safety precautions.
* Ability to plan and supervise the work of subordinate.
* Skill in the use of electrical maintenance equipment.
* Ability to establish and maintain effective working relationships with associates.
* Proficient in AutoCAD and basic knowledge in AutoCAD 2D.
* Knowledgeable in the fields of Electrical Engineering and Physical Sciences.
* Mathematical Skills: Calculus, Differential Equations, etc.
* Proficient in Photoshop and Microsoft Applications: Microsoft Word, Excel & PowerPoint.
* Knowledge in DacEasy accounting Software.
* Administrative and Account`s Assistant skills.
* Customer Service
* Proficient in installing computer software and hardware.

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**WORK EXPERIENCE**



**Ham Group of Companies /Al Sultan Bakeries & Market L.L.C**

**Abu Dhabi, UAE**

**May 2005 - October 2015**

**ELECTRICALMAINTENANCE SUPERVISOR II**

 **Cum ACCOUNTS CONTROLLER**

**Duties and Responsibilities:**

* Controls all documents and maintain updated log systems for effective tracking of all related communications.
* Responsible in entering invoices in the company’s data base system.
* Consolidates invoices and daily cash sales summary received from each branch.
* Prepares all sort of official communication.
* Filings and record keeping of all Accounts Department’s documents and other pertinent records, both in hard and soft copy.
* Orders and maintains relevant supplies including electrical and office equipment.

**ELECTRICALMAINTENANCE SUPERVISOR II**

**Duties and Responsibilities:**

* Supervises, directs and assists team of maintenance personnel in corrective, preventive, and predictive maintenance for electrical, mechanical equipment and systems.
* Plans and schedules projects, estimates time and materials, maintain records and files and prepares reports.
* Plans the work of electricians.
* Plans and estimates electrical jobs.
* Maintains records on electrical jobs and assign to appropriate personnel.
* Maintains knowledge of electrical materials in warehouse.
* Inspects work to ensure compliance with standard procedures and electrical assignments.
* Examines electrical services for proper working procedures.

**Tupperware Philippines, Inc.**

**Tacloban City, Philippines**

**1990–2005**

**SALES EXECUTIVE**

**Duties and Responsibilities:**

* Responsible to make contacts with the potential customers via emails or telephones or in person.
* Servicing and providing support to existing customers as well as establish new customer base.
* Keeps track of activities in customer relation management system.
* Responsible in answering the Senior Management in case of discrepancy in the submitted reports.
* Respond efficiently to customer inquiries regarding the product and respond with appropriate information.
* Participate in marketing efforts at trade shows and conferences.

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**EDUCATION/LICENSES AND CERTIFICATIONS**



* Bachelor of Science in Electrical Engineering
	1. University of Cebu – Main Campus, Philippines2014-2015)

Divine World University, Tacloban City, Philippines1982-1987)

* Registered Electrical Engineer, Professional Regulatory Commission, Philippines
* Member - Institute of Integrated Electrical Engineers of the Philippines (IIEE)
* Certificate Course in Secretarial Ship

SYSCOMS- Information Technology Institute Abu Dhabi, UAE (April-May 2010)

* 1.01X: Energy 101. Course study by UTAustinX

The University of Texas System through edX

Sept. 14 - Nov. 23, 2013

* Home Design. Theoretical and practical Lectures on

Basic Home Planning and AutoCAD Software Application

Pisco Private School, Abu Dhabi

Dec. 16, 2011 - Feb. 17, 2012

•Institute of Integrated Electrical Engineers of the Philippines Technical Seminars Abu Dhabi & DubaiUAE

**PERSONAL DATA**



Nationality: Filipino

Civil Status: Married

Gender: Female

Language Proficiency: Knowledge in Arabic

Excellent in both oral and written English communication skills

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