**Career Objective**

To engage in a position that will enable me to apply my skills and capabilities as well as to enhance my abilities in my chosen field of profession, and be able to gain more knowledge and opportunities for advancement.

**Skills**

* Proficient in written and oral English
* Computer Literate
* Operate Office Equipment
* Ability to prioritize and meet deadlines
* Ability to work in a team based environment
* Time management
* Attention to detail
* Multitasking
* Documentation
* Negotiation
* Relationship Development

**Working Experience**

Karlast Industries Inc. (January 2013 up to April 15, 2016)

Metal Fabrication and Auto Motive Services

Philippines

Position: Production and Logistics Coordinator

Job Description:

* Coordinates to the productions day to day activities within the production area.
* Act as the main point of customer contact
* Ensure to meet customer’s requirements.
* Ensure that employees are properly trained in the correct production procedures and equipment operation.
* Ensure production staff to follow Procedures / Work Instructions.
* Monitors Inventory Movement of materials.
* Prepares delivery receipt and ensures the Quality of the finished product meet the required standard and ensures just-in-time delivery of products.

Philippine National Bank (April 2010 – December 2012)

Philippines

File Clerk Supervisor

Job Description:

* Maintain a record of the incoming files in the company and store properly using some suitable and appropriate reference code
* Maintain and classify files depending upon the content, purpose and user criteria
* Maintain an indexed record of the location of the files in electronic system for easy access of the information
* Help the employees locating the files accessing the location and make the files available
* Responsible of making changes in the existing file management system to match the current requirements of the company
* Performs a periodic inspection of the logs of files available and eliminate or move the old documents to archive
* Maintain confidentiality of the files

**Training Experience**

TESDA (October 20, 2014 – December 22, 2014)

Philippines

Japanese Language and Culture

Philippine National Bank (November 16, 2009 – February 10, 2010)

PNB Financial Center, Philippines

File Clerk - On-the-Job Trainee

Task Performed:

* Keep records of materials filed or removed, using logbooks or computers.
* Sort or classify information according to guidelines such as content, purpose, or chronological, alphabetical, or numerical order.
* Track materials removed from files in order to ensure that borrowed files are returned.
* Perform general office duties such as encoding, operating office machines such as photo copy machine, and sorting files

**Seminar Attended**

Fire and Safety Seminar (March 14, 2013)

Honda Cars Philippines, Philippines

**Educational Attainment**

**Tertiary** (2006-2010)

Colegio de San Juan de Letran

Intramuros, Manila, Philippines

Bachelor of Science in Business Administration

Major in Business Management

**Secondary** (2002-2006)

Padre Vicente Garcia Memorial Academy

Rosario, Batangas, Philippines

**Personal Information**

Date of Birth: June 1, 1990

Place of Birth: Quezon City, Philippines

Height: 152.4 cm

Weight: 110 lbs

Citizenship: Filipino

Civil Status: Single

Religion: Christian

**First Name of Application CV No:** **1703724**

Whatsapp Mobile: +971504753686

