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**JULIET**

Al Rigga,

Deira, Dubai,

United Arab Emirates.

**E-Mail:** [juliet.284679@2freemail.com](mailto:juliet.284679@2freemail.com)

**OBJECTIVE**

To serve the industry with the proficiency obtained and to impel the excellence of professionalism. To be able to work in an environment where I can use my talents and skills. To be able to utilize and add value to the company’s business using my skills in Designing, Maintenance & Managing. I work best in a team and goal oriented environment and my willingness to inspire others to be the best that can be not only in their skills but as a person as well. I am a very self-motivated and goal driven person as I can work by myself with minimal supervision. I have the potential of stretching myself beyond my present capabilities to improve the lives of other fellowmen.

**EDUCATION**

Bachelor of Science in Commerce - SOUTHERN MINDANAO COLLEGE,

(Major in Management) PAGADIAN CITY, PHILIPPINES. (March 26, 1998)

**TECHNICAL SKILLS**

* Windows XP/ 7/ 8/10
* Packages: **MS Word/ Excel/ Power point**
* Troubleshooting: **OS, Printer, PCs, Internet**
* Installing and configuring the peripherals, components and drivers
* Installing software and application to user standards
* SAP ERP 6.0 (END USER)

**EXPERIENCE DETAILS**

**GULF PHARMACHEUTICAL INDUSTRIES – 2002 to 2015.**

***Documentation Clerk – (February 2008 to April 2015)***

* Follow the advised guideline(SOP, GDP, cGMP)
* Categorize, file and retrieve documents using specific classification and organization systems.
* Orderly recording and keeping of physical and electronic documents, including distributing new documents.
* Keep records and logs of document retrievals, updates, distributions and removals.
* Discarding obsolete records(physical and electronic)
* Have specific knowledge of a particular industry and business in order to check and clear documents for duplicate, missing or incorrect information.
* Cooperate with I.T, Planning, Production, Engineering, store & Shipping Dept. to collect data for smooth plant process.
* Administrative responsibilities, such as scheduling meetings, photocopying, faxing, taking notations or assisting in preparing presentations.
* Instructs the trainees and solves by debugging the issues on daily basis in the Packaging Department.
* Responsible to cross check the online plant processing documents.
* Clearing the query of Line Boss, trainees and other departments regarding documents.

***Senior Line Boss – (July, 2002 – January, 2008)***

***Packaging Department***

* Follow the advised guideline(SOP, GDP, cGMP)
* Clean and organize the work area
* Controlling the quality of online and offline packaging documents by following cGMP, GDP & SOP
* Presenting proper online detailed documentation about packaging.
* Preparing line packaging documents that include Master Packaging Instruction, Batch Packaging Record, time sheet, output sheet and reconciliations.
* Performs line clearance and maintenance checklist.
* Responsible to work assignment, monitoring, recording line productivity, quality results, pallet completions, and related activities, to support production activities.
* Performs periodic product and process quality checks to ensure material is not defective or damaged and is appropriate to customer specification
* Report any issue to direct packaging supervisor
* Delegate tasks and provide directions wherever possible to the team.
* Established and maintained good working relationship with peers.
* Deliver timely production.

**EMIRATES GALLERY – 1998 to 2002.**

***Store/ Office In-Charge:***

Store/ Office In-Charge is responsible for maintaining the store and office in order to ensure residents and visitors have access to necessary supplies and accommodations.

1. Maintain customer services and facilities

♣ Greet customers and provide assistance

♣ Maintain cleanliness and order in the store

2. Maintain stock, supplies and inventories Main Activities

♣ Take inventory

♣ Order items and supplies

♣ Check received stock against invoices

♣ Mark prices on stock

♣ Restock shelves

1. Maintain accounts Main Activities

♣ Record prices in the log book

♣ Receive cash and provide correct change

♣ Operate the cash register

♣ Balance cash receipts

♣ Make deposits

♣ Record visa and debit accounts

♣ Maintain a manual general ledger

♣ Print and record receipts

♣ Reconcile bank statements

♣ Keep track of customer credit

♣ Collect receivables

4. Perform other related duties as required

**KEY SKILLS & ABILITIES**

* Business Communications - Good written and verbal presentation skills in most languages described. Use proper grammar and have a good speaking voice.
* Interpersonal skills - Able to get along with co-workers and accept supervision. Received positive evaluations from senior employers.
* Flexible - Willing to try new things and interested in improving efficiency on assigned tasks.
* Hard-working – Experienced in working long hours in strenuous activities throughout higher sec. school, college & job site.
* Quick Learning – Training period was completed in 2 months in worked company.
* Time Management – Always strives to complete the given task in the given timeline and strictly adheres to deadlines.
* Others – Determination, Patience, Multitasking, Creative thinking, Responsibility,

Reliability, Fast decision making & Problem solving abilities.

**OTHER ACTIVITIES**

* Organized school Level Competitions / Functions.
* Active National Scout Volunteer in School/ Blood Donor.
* Listening to music and philosophical programs.
* Photography
* Regular Physical exercise.
* Sporting.

**PERSONAL INFORMATION**

* Date of Birth: July 27, 1977
* Marital Status: Married
* Nationality: Filipino
* Language/s Known: Tagalong, English, Arabic
* Visa Status: Tourist Visa

I hereby declare that all the above mentioned information is true from my knowledge of view.

With Best Regards,