**LORNA**

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| **PROFILE** |

* Independent, fast learner, decisive, responsible, time conscious.
* Builds and maintains productive relationships, works effectively as a team player.
* Good oral and written communication skills, balances the quality of work with meeting deadlines.
* Highly motivated, possess strong business ethics and adaptive interpersonal skills
* Best Attendance Awardee 2010

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| **EDUCATIONAL ATTAINMENT** |

1990 – 1994 **Philippine Christian University,** Taft Ave., City of Manila, Philippines

 Bachelor of Science in Business Administration Major in Marketing

1986 – 1990 **Muntinlupa National High School**, Muntinlupa City, Philippines

Secondary Education

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| **WORK EXPERIENCE** |

**Yateem Group**

Al Quoz Industrial 4, Dubai, UAE

Front Desk Admin

April 2013 - Present

***Duties and Responsibilities***

* Managing receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
* Answer, screen and forward any incoming phone calls while providing basic information when needed.
* Receive and sort daily mail/deliveries/couriers
* Handle all media and public relations inquiries
* Maintain security by following procedures and controlling access
* Updates appointment calendars and schedule meetings/appointments.
* Disperse incoming mail to correct recipients throughout the office
* Maintain the front desk and reception area in a neat and organize fashion
* Supported executives and handled extra projects as needed
* Preparing monthly reports in graphical presentations for supplies consumption
* Perform other clerical duties such as filing, photocopying, collating, faxing etc.

**Nissan Car Dealership**

**Alabang, Muntinlupa City, Philippines**

Sales Professional

Mar 2011-2012

***Duties and Responsibilities***

* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Must act as a bridge between the company and its current market and future markets.
* Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
* Help management in forthcoming products and discuss on special promotions.
* Review their own performance and aim at exceeding their targets.
* Record sales and order information and report the same to the sales department.
* Provide accurate feedback on future buying trends to their respective employers.

**Amkor Technology Philippines**

Alabang, Muntinlupa City, Philippines

Admin Executive

Mar 2007 – Sept. 2009

***Duties and Responsibilities***

* Assists the Site Gen. Manager, VP, Exec. Directors and the Department Manager in their daily task.
* Coordinate and arrange visits of suppliers, customers and visitors which includes flight arrangements and hotel accommodations.
* Coordinates seminars and activities for the company.
* Facilitates exchanges and transfers of contracts and /or documents within and outside the organization.
* Coordinates with company’s legal advisers to ensure all contracts with principals are still active and binding.
* In charge of sourcing cheaper and better contracts with travel agencies and hotels.
* Prepares / approves shopping carts thru SAP application
* Attends to customer needs as promptly and as professionally as possible.
* Manages the workloads, schedules and appointments of the Directors and Technical Team.
* Drafts and release memorandums and correspondence in behalf of the Directors
* Prepares/release all the regular reports of the Team.
* Prepares and executes minutes of meetings.
* Maintains/archives information and documents of the Office.
* Facilitate the completion and movement of documents from approval to action completion.
* Screens and records internal and external documents submitted to and released by Office of the General Manager/SVP.
* Receives guests, clients and visitors with utmost tact and diplomacy.
* Arrange travel itineraries of the Executive Office guest, visitors and clients. Includes preparation of visa, plane tickets and hotel accommodations.
* In charge with any and all office functions such as meetings in and outside the office, dinners with clients etc.

**Amkor Technology Philippines**

Alabang, Muntinlupa City, Philippines

Materials and Logistics support

Aug. 2002 – Apr. 2007

***Duties and Responsibilities***

* Accountable for managing on-time fulfillment of customer demand for the respective department.
* Provides engineering support needed for production assembly
* Lead continuous improvement efforts as related to department activities.
* Act as primary contact to the global order management for visibility of service forecast and compile the forecast for inclusion in factory.
* Support the day to day warehouse requirements including receiving & shipping to production.
* Providing mid-range load visibility to monitor and analyze firm load, forecast load and capacity, identify bottlenecks, make recommendations and implement necessary actions.
* Coordinates with other departments to assure high level of customer supports.
* Analyzing and simulating manufacturing cycles and constraints in manufacturing system.
* Updating order status and progress points
* Producing daily machine schedules interacting with operators, planners, supervisors and other departments to maximize machine usage and meet customer requirements.
* Monitors materials and logistics supplies required by manufacturing assembly
* Provides presentation/ reports of actual usage/consumptions to executive director
* Incharge of purchase requisition thru SAP application
* Controlls material & logistic consumptions of the departments for effective cost reduction.

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| **TRAININGS AND SEMINARS ATTENDED** |

* Sales System - Sept. 26-30, 2011
* Product Knowledge - October 1, 2011
* English Refresher Course - Nov. 13, 2010
* SAP Actual Application - July 20 ‘09
* Basic Safety Training - April 13-21, 2007
* SAP Application - March, 2007
* ISO Training - January 2003
* Language of Finance - November 2002
* Professional Secretary - July 1999
* Effective Listening - July 1998
* Interpersonal Skills - April 1999
* Team Formation Training - April 1999
* Microsoft Powerpoint - January 1997
* Microsoft Project - January 1996
* MS Word/Ppt/ Exce l - September 1996
* 7 QC Tools - September 1994
* Personal Computer Trng - June 1994
* Basic Statistical Control - February 1994
* Product Orientation - August 1991

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| **PERSONAL INFORMATION** |

Date of Birth : April 24, 1973

Height : 5’6”

Civil Status : Single

Citizenship : Filipino

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| **SKILLS AND ABILITIES** |

* Knowledge of Microsoft Office 2010
* Proficient in Microsoft Windows XP
* Proficient in using the Lotus Notes email system
* Knowledge in SAP
* Public relations
* Applies speed in all activities
* Conversant in English and Filipino
* Possesses a non-professional driver’s license.

**Job Seeker First Name / CV No: 1714416**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 