**INDIRA**

T

**CAREER OBJECTIVE**

To work in a challenging career that will enhance my expertise, abilities and experience in handling and transacting with the clients/customer.

**SUMMARY OF QUALIFICATION**

* Proficient in English and Basic Arabic.
* Proficient in office applications (i.e. Microsoft office Word, Excel, PowerPoint).
* Sufficient in PLC programming.
* Team work, active team member who takes the initiative to complete given tasks, achieves goals and delivers practical solution.
* Integrity-inspire trust and confidence in both my colleagues and costumer.
* Costumers focus effective listener and advisor to costumer.
* Can do multi-tasking

**WORK EXPERIENCES**

**HR ADMINISTRATIVE CUM RECEPTIONIST**

***Recruitment Agency Inc***

*Manila*

*January8, 2015 to Marh 15, 2016*

* *Answering phone calls and public inquiry*
* *Answer inquiries from visitors about company telephone numbers and location of offices of company personnel, and arrange appointments as requested.*
* *Approaching and welcoming guests and clients*
* *Logging information on calls received and maintaining detailed records*
* *Receiving deliveries, incoming faxes and arranging distributions to recipients*
* *Respond to public inquiries*
* *Filing and typing documents*
* *Assisting OFW’S for the settlements and assistance*
* *Arranging files and checking visas for the deploy applicants.*
* *Filing for Kuwait visa Stamping*

**PRIVATE TUTOR**

ABUDHABI

*October 17, 2012 to December 07, 2014*

* Teaching four kids from grades 1,5 and 6 with the subject of Mathematics, EnglishGrammar and Sciences.

**SALES LADY**

KCC MALL OF GENSAN

*KCC Property Holdings, Inc.*

*General Santos City*

*October 10, 2009 to December 07, 2011*

* Monitor competitions, market conditions and product development.
* Maintain sales activity records and prepare sales reports.
* Negotiable with clients
* Develop sales proposal

**MAINTENANCE**

*Engineering department*

**ALLIANCE TUNA INTERNATIONAL, INC.**

*General Santos City*

*November 22, 2009 to March 22, 2010*

* Primarily assigned in Production Retorting Area.
* Daily tasked involved maintaining the temperature and air pressure inside

duly not to damage the product inside the retort machine.

* Secondarily assigned in Instrumentation.
* Additional learning, building wirings, rewinding single phase and 3-phase motor pumps, lightning and troubleshooting the conveyors.

**STUDENT OFFICE ASSISTANT**

***IACET Department***

*School of Engineering Technology*

*Iligan City*

 *June 2007 to May 2009*

* Guiding and attending the needs of the student scholars, faculty, staff, parents and visitors of the offices
* Managing the incoming calls of scholars and student inquiry
* Sending emails to the offices and departments
* Making a daily reports and records from the departments and offices

**TRAINING ATTENDED**

**40hours SIEMENS S7-200 training Basic and Advance Programmable Logic Controller Programming& Applications**

*Conducted at the Industrial Automation Lab., IACET Department, MSU-IIT*

*March 30, 2009*

**EDUCATIONAL BACKGROUND**

***MINDANAO STATE UNIVERSITY - ILIGAN INSTITUTE OF TECHNOLOGY***

**Bachelor of Science in Industrial Automation in Mechatronics (2011)**

**Diploma in Industrial Automation and Control Engineering Technology (2010)**

**Diploma in Industrial Automation Maintenance Technology (2009**)

**PERSONAL DATA**

BIRTH DATE : February 08, 1988

BIRTH PLACE : SOUTH COTABATO

RELIGION : ISLAM

HEIGHT : 5’ 6’’

WEIGHT : 48 KG

**Job Seeker First Name / CV No: 1719102**

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