**AIRENE**

**AIRENE.292112@2freemail.com**

**PERSONAL DETAILS**

Date of Birth : May 05, 1986

Status : Female/Single

Nationality : Filipino

Visa Status : Employment Visa

**KEY SKILLS**

* Outstanding work ethics
* Communicatively competent (English and Filipino)
* Skilled in MS Environment especially MS Word, Excel and Outlook

**TRAININGS**

**Basic Occupational Safety and Health (BOSH)**

May 20-25, 2014

**Construction Occupational Safety and Health (COSH)**

May 13-17, 2014

Batangas City, Philippines

**AutoCAD 1**

August 2010

**Computer Aided Drawings Leading to Technical Drafting NC II**

**(Basic and Advanced CAD)**

April 2011

Batangas City, Philippines

**EDUCATION**

**Bachelor of Science in Electronics & Communications Engineering**

Undergraduate (Fifth Year, with 240 units)

University of Batangas, Philippines

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

**WORK EXPERIENCE**

***QUALITY CONTROLLER CUM SAFETY OFFICER***

March 1, 2016 – May 3, 2016

**PEARL COAST GLASS LLC**

Dubai Investment Park 1, Dubai, UAE

 **DUTIES:**

* Make random visual inspection of cut sheets, ensuring that it is cut according to ordered size, thickness and type of glass.
* Determines if the temperature, conductivity and pH level of RO water in tempering station is always in each required level.
* Visual Inspection of tempered glass, ensuring that it achieved the required break test number, passed the zigzag pattern and other visual inspection criterion.
* Perform Break Test for each type of glass tempered.
* Determines if the temperature, conductivity and pH level of RO water in Double Glazing Unit station is always in each required level.
* Perform the Delta-T Test for desiccants before using these for production.
* Perform the Butterfly Test and Snap Test for silicon sealant to be used in double glazing.
* Maintains the daily record for each test done.
* Informs production when there is abnormality in any test done in each process station.
* Ensure that each worker wears the right Personal Protective Equipment necessary for each process they are performing.
* Check the quality of Personal Protective Equipment they are using and immediately replaced if needed.

***ESTIMATOR***

May 4, 2016 – Present

**PEARL COAST GLASS LLC**

Dubai Investment Park 1, Dubai, UAE

**DUTIES:**

* Make Proforma Invoice based on customer inquiry.
* Coordinates to the designated salesman per customer regarding glass price based per given wastage.
* Send to customers through email the prepared Proforma Invoice.
* Prepares Wastage Letter per customer when wastage exceeds the given normal wastage.
* Answers telephone inquiry of customers regarding their orders.
* Prepares the Job Production Order for approved customer orders for release.
* Update the Released/Unreleased Report by encoding to Unreleased File all Job Production Order prepared within the day; checking Cutting Report from production and transferring all Job Production Order to Released File when already cut; monitors daily Delivery Report and transferring all Job Production Order to Finished File when zero quantity balance is achieved.
* Send the Released/Unreleased Report to the Managing Director, General Manager, Business Relations Manager, Salesman and Production.

 ***STAFF ENGINEER***

January 25, 2013 – June 15, 2015

**EPSON PRECISION PHILIPPINES INC. – LIPA PLANT**

SEPZ, Lima Technology Center, Lipa City Batangas, Philippines

**BASIC DUTIES:**

* Simulation of budget for Visual Instrument Department
* Analysis of the actual versus forecasted budget/consumption
* Forecasting and ordering of consumables and supplies
* Supervises chemical storage/handling and refilling
* Control and inventory of Quasi – fixed assets

**SPECIFIC DUTIES**

* Monitoring monthly budget utilizations
* Reports results of analysis of the actual versus forecasted budget to superiors
* Prepares monthly report of forecasted budget against the actual
* consumption and analysis
* Purchasing of consumables and supplies of VI Department
* Coordinates with concerned groups / sections for the arrival of purchased
* Controls the department expenses through cost reduction activities
* Assures the delivery of production items on time
* Controls and revise master list of critical items
* Checking of proper storage , monitoring system flow of chemical handling
* and refilling of all chemicals used in production of Visual Instrument
* Inventory of consumables and supplies
* Works in accordance with the EPPI safety practices and procedures

***MANAGER***

February 12, 2010 – February 28, 2012

**San Isidro Village Homeowners’ Association Inc. (SIVHA, Inc)**

San Isidro Village, Clubhouse Phase 2, San Isidro Batangas City, Philippines

**RESPONSIBILITIES:**

* Implements the Deeds of Restrictions/House Rules of SIVHA for new constructions and existing residents.
* Supervises the SIVHA agency personnel relative to the upkeep and maintenance of the facilities of the subdivision.
* Endorses to the President and/or the SIVHA Board the approval of permits for constructions/renovations of improvements.
* Endorse to the President the approval of release of construction bonds.
* Prepares monthly status report on constructions and repairs and maintenance accomplishments.
* Inspects regularly all ongoing constructions
* Electrical inspections during and after the ongoing constructions.
* Handles village utilities such as power, light, water, garbage collections.
* Approves disbursement of petty cash fund under dual control accountability with the Village Administrative Staff for the expenses amounting to Php 500 and below.
* Proposes to the President/Board necessary improvement/repairs for the subdivision.
* Submit to the President/Board for approval of the purchases/requisitions of peripherals related to the maintenance/ operation of the subdivision in coordination with the Village Administrative staff.
* Other duties and responsibilities which may be assigned by the President and/or the SIVHA Board from time to time.