**VANESSA PEREÑA BAGSIC**

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| **EDUCATIONAL BACKGROUND**  **Batangas State University**  **Bachelor of Industrial Technology major in Computer Technology** QUALIFICATIONS **✔Proficient in Microsoft**  **Office Applications**  **(Word, Excel, PowerPoint)**  **✔Excellent written and oral**  **English communication**  **skills.**  **✔Fast learner and career**  **oriented**  **✔Flexible in any working**  **environment and ability**  **to work with others**  **✔Motivated and**  **hardworking**  **PERSONAL PROFILE**  **Age: 24**  **Date of Birth: December 12,1991**  **Citizenship: Filipino**  **Language: English, Filipino** |

# OBJECTIVE:

To contribute my knowledge and experience in the competitive environment of the corporate world, where I can enhance my skills and talents to the fullest and fulfill the company’s goals and objectives.

# WORK EXPERIENCES:

**PRIME Micro Electronics (Phils.) Inc.**

**(June 18, 2014 - December 18, 2014)**

**Final Visual Inspector**

Sto. Tomas, Batangas, Philippines

**Duties and Responsibilities:**

◼Ensure the quality of manufactured goods.

◼Examine materials before sending them to

production line.

◼Perform quick visual inspections.

◼Test, measure and analyze products.

◼Take samples for testing.

◼Order materials.

◼Record pass/fail grade of products.

◼Count number of products tested or inspected.

◼Produce detailed reports.

**J&C Lucky 99 Store**

**(May 20, 2013 – June 4, 2014)**

**Sales Lady**

Rosario, Batangas, Philippines

**Duties and Responsibilities:**

◼Work with customers with the most cheerful and

pleasant disposition.

◼Give answers to customers’ questions or concerns

related to the product.

◼Communicate and assist customers in any way

possible and as the customers may require.

◼Deal with customer’s complaints professionally.

◼Process or help process payments made by the

customer.

◼Bag products for the customers (if there’s no other

assigned to that)

◼Maintain cleanliness of the selling area.

◼Arrange the goods in the proper way.

# ON THE JOB TRAINING

**AZ computer Shop**

**(July 3, 2011 - October 7, 2011)**

**Computer Shop Attendant**

Rosario, Batangas, Philippines

**Duties and Responsibilities:**

◼Assist customers when they have trouble or questions using computer

software.

◼Provide services such as encoding, printing, downloading and all other

operations provided by the cafe.

◼Keep accurate records of logs and inventories of the shop.

◼Time customers of the number of minutes or hours they will use the computer

or internet.

◼Provide excellent customer care.

◼Maintain cleanliness and orderliness of the place.

**Digital Telecommunications Philippines Inc.**

**(November 16, 2009 - March 4, 2010)**

**Office Staff**

Ibaan, Batangas, Philippines

**Duties and Responsibilities:**

◼Operate office machines such as printer, scanner and personal computer.

◼Assist the needs of customers and provide information concerning the

services, procedures and guidelines of the firm.

◼Assist in resolving problems and complaints raised by unsatisfied customer.

◼Enter data and forward paperwork afterwards.

◼Perform data gathering and research activities.

◼Create and maintain files in excel.

**Job Seeker First Name / CV No: 1823292**

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