**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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