**Analyn**

[**Analyn.329424@2freemail.com**](mailto:Analyn.329424@2freemail.com)

**Career Objective:**

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people and to enhance my professional skills in a dynamic and stable workplace.

**Specific Competence**

* Self-motivated, organized results and system oriented
* Willing to learn and to be trained to perform quality work
* Fast learner and hard working
* Capable of working in flexible schedule
* Can work under minimal supervisions

**Key Skills**

* Administration
* Customer Service
* Staff training
* Reception
* Retail Sales
* Counseling

**Skills**

* Proficient in Microsoft office products such as Word, Excel,

Powerpoint, Outlook

* Knowledge on Statistical tool (JMP,QMF)
* Programming (C++, Java)
* Document Controller
* Sales associate

**Educational Background**

Tertiary

School : University of Batangas

Batangas City

Course : Bachelor of Science in Computer Engineering

2015-2016

Vocational

School : Lipa City Colleges

Lipa City, Batangas

Course : Associate in Computer Technology

2002-2004

**Personal Information**

Birthdate: June 11, 1985

Age: 30

Civil Status: Married

Religion: Catholic

Height: 5’0

Weight: 57 kgs.

Language: English

**Work Experience**

**SM Department Store**

Bench Botique online September 2004- March 2005

Sales Staff

Duties and Responsibilities:

* Sales person have all the knowledge about the product so that he/she may communicate with the customers.
* To satisfy the customers while they are looking for the products.
* Sell the products with persuasion
* Responsible to greet the customers
* To help the customers in identifying their requirements, to promote products, to answer the customers' questions regarding the products
* To negotiate the price on the spot, to arrange the merchandise properly and to supervise the ordering the supplies
* Handle and maintain the cash carefully.

**Cirtek Electronics Philippines Corporation**

Laguna Technopark Binan City June 2005- March 2010

QC Inspector

Mold/ Cleanroom Section

Duties and Responsibilities:

* QC inspector work with manufacturing professionals during the production process, often approving the quality of raw materials before manufacturing begins
* Responsible for assuring that manufactured items are made and assembled correctly. They also make sure that the products meet company standards and safety regulations.
* Find the faults in both materials and the manufacturing process
* Correcting those faults ensures a better finished product for prospective consumers.
* Tests the performance to determine if it meets manufacturer and industry standards
* Must be able to connect with customers in order to gauge satisfaction, identify problems, and work on a systematic approach to solve those problems with employees and management.

**Hitachi Global Storage Technologies**

Philippines Corp (a Western Digital Company) April 2010- October 2016

Biñan City, Laguna

**Planning Material and Capacity Department**

Finish Goods Inventory/ Shipment Encoder

Duties and responsibilities:

* Responsibilities is to receive an output from production
* Tallying output to production, Endorse goods to shipment team
* Prepared all rawdata of parts for shipment using QMF system (shipment database)
* Responsible for the endorsement of actual goods to SCM Logistics

**Product Engineering Department**

Office Secretary

Job Responsibilities:

* Prepare for the changes in schedule; provide leadership to achieve committed schedule (aligned goals, focus, urgency, resources);
* Monitor and communicate project status, business issues and significant developments.
* Assure proper documentation of technical data
* manages paper and electronic filing systems, handles and routes mail and operates a variety of office machines such as computers, telephones, fax machines.
* take dictation and create reports or letters
* Plans meetings and/ conferences and travel
* Helps with preparation of publications and other materials.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.