****

**ELVIE**

**ELVIE.329947@2freemail.com**

 **CAREER OBJECTIVE**

 I am seeking a job and good opportunity from a good company where I can contribute my experience and enhance my knowledge.

 **QUALIFICATION**

* Computer Literate – Excel, MS-Word, Microsoft, Power Point, Outlook, Internet
* Knowledge in using FOCUS system.
* A multitasking and with self-motivation.
* Hardworking and can work with less supervision.
* Fast learner and always welcome to train
* Possess excellent communication skills and good interpersonal skills.
* Ability to meet my target and deadlines.
* Able to follow and carry out instructions.

**WORK EXPERIENCES**

* **ASSISTANT SUPPLY CHAIN CUM SALES COORDINATOR**

**SWISS PERFUMES FZC**

SHARJAH HAMRIYAH FREEZONE

 UNITED ARAB EMIRATES

 SEPTEMBER 2014 UP TO NOVEMBER 2016

 **DUTIES & RESPONSIBILITIES**

* Making Sales Quotation and Proforma Invoices for the customer and directly input to FOCUS system.
* Creating Codes for the new product for both raw materials and finished goods to put in the system.
* Creating codes for new Customer and new supplier details to put in the system.
* Making day to day report of orders of the customer .
* Monitoring and keeping of all files and documents needed by the customer.
* Responsible for daily checking of all perfumes stock in the Showroom.
* Conduct monthly inventory of all perfumes in the Showroom.
* Making Delivery Note .
* Making Material Receipt Note.
* Checking and monitoring of all Pending Orders of the Customer.
* Preparation of all samples to be given to the customer.
* **RECEPTIONIST/DATA ENCODER**

**BROTHER’S PRINTER MANUFACTURING**

CALAMBA, PHILIPPINES

JUNE 2012 – JUNE 2014

 **Duties & Responsibilities:**

* Gathering and inputting of Sales Invoice
* Receiving, screening and routing incoming calls to maintain effective telecommunication. Answering phone inquiries and provide information (if possible).
* Receiving and sorting general incoming mails and documents deliveries (courier and by-hand).
* Encoding the clients’ necessary information for company’s records and data base.
* Managing the reception area, receiving office visitors cordially & present positive image of the company.
* Maintaining the company clients data base both soft and hard copies

* **LINE LEADER / SUPERVISOR/DATA ENCODER**

**EPSON PRECISION PHILIPPINES INC.**

LIMA TECHNOLOGY CENTER PHILIPPINES

MARCH 2002 – MARCH 2012

 **Duties & Responsibilities**

* Conduct meeting and give important information to all members.
* Gathering and inputting of data with regards to quality and productivity

result.

* Making daily report regarding quality and productivity result of the operation.
* Day to day reporting direct to general manager for the daily result of the production.
* Conduct daily audit of actual operation to be able to know possible cause of problem.
* Monitoring and keeping of all important documents to be used on actual assembly.
* Analyzing and give suggestion for the better result of a product.
* Receiving and sorting general incoming mails.
* Providing general support to the Department Manager. Arrange appointments and meetings.
* Assessing and updating stock availability and performs monthly stock inventory.
* Monitoring of attendance of all operator / labors.
* **SALES LADY**

**ROBINSON’S MALL**

LIPA CITY,BATANGAS PHILIPPINES

DECEMBER 2000 – JANUARY 2002

**Duties & Responsibilities**

* Assist customers and manage them to locate their choice of product.
* Assist customers in selecting the right product by providing them pricing of an item.
* Provide information regarding products of the customer’s choice.
* Assist customer through the payment procedure and bagged their purchases.
* Cleaned shelves and ensured that the items are properly placed on them.
* Create daily sales reports and coordinate activities with procurement officers to ensure appropriate delivery of items low in stock.

**TRAINING AND SEMINARS ATTENDED**

* **ISO 14000 Training**

Epson Precision Phil. Inc.

March 2005

* **ISO 9000 Training**

Epson Precision Phil. Inc.

June 2007

* **Fire Extinguisher Training**

Epson Precision Phil. Inc.

September 2007

* **Leadership Training**

Epson Precision Phil. Inc.

February 2009

**EDUCATION**

**Bachelor of Science in Computer Science**

Laguna College of Business and Arts Laguna Philippines

1998-1999 - Undergraduate

**PERSONAL DETAILS**

**Date of Birth :** April 02, 1981

**Age :** 35 y/o

**Nationality :** Filipino

**Civil Status :** Single

**Languages :** English and Filipino

**Place of Issue :** PCG Dubai

**Visa Status** : Tourist Visa

**I hereby authorized that the above information is true and correct.**