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| **Ms. Myriela**  Email: [myriela.333626@2freemail.com](mailto:myriela.333626@2freemail.com) |

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# Al Karama, Dubai, UAE

# Objective

***“****To become a valuable employee of a company where I could practice my knowledge and develop my personality while utilizing my skills”*

# Education

## Bachelor’s degree | April 2016 | polytechnic university of the philippines

•Major: Industrial Engineering •Title: Cum Laude

# Skills & Abilities

•Capable of writing and communicating in English Language •Microsoft Office (Word, Excel, Power point and Outlook) Literate •2D and 3D AutoCAD Literate •Safety Officer •Goal and Detail-Oriented • Encourage teamwork •Versatile and able to work under pressure •Strong Accuracy and attention to detail •Ability to comprehend procedures

# Experience

## Warehouse incharge |  philippines | april-september 2016

* Effective management of the warehouse team from the process of receiving, storage and issuance of electronic components to production.
* Effective control of monthly inventory in warehouse.
* Active in submission of implemented improvements.
* Provide and update check sheets of Sirius XM warehouse.
* Implement 5S in the workplace.
* Encoder of Invoices, Incoming, Outgoing, Returning and Disposal slip.
* Perform other duties assigned by the Parts Procurement and Warehouse supervisor.
* Shop Floor Control System (SFCS) program literate.
* Global Production Control System (GPCS) program literate.

## quality engineer- senior ojt| Dunlop slazenger philippines, inc. | april-june 2015

* Conduct quality inspection and testing experiments
* Ensure the product meets the established quality standards resulting to reliability, usability and good quality of products.
* Collect and compile statistical quality data and analyze them to identify areas for improvement in the quality system
* Develop, recommend corrective and preventive actions
* Prepare reports to communicate outcomes of quality activities

## Multi source Global network, inc. | February-april 2016

* Part –time English Teacher for Korean Students
* Teaching the students everything from grammar to writing essay and reading comprehension.

## industrial engineer- junior ojt| dong-in entech k-1, inc. | april-may 2014

* Make production lay out and operation breakdown.
* Compute manpower target output.
* Monitor line status and line hourly output.
* Coordinate to the IE head and Line leaders regarding production status.
* Maintain correct line balancing and correct operation distribution that fits to the skill of operators to obtain more productive working hours.

# Trainings and Seminars

•Basic Occupational Safety and Health •Construction Occupational Safety and Health •7 QC tools •5-Why Analysis •Leadership Training • Productivity Improvement • Productivity and Reject Rate Computation •Lean Manufacturing

# Personal Data

* Nationality : Filipino
* Sex : Female
* Height : 5’8”
* Weight : 63 kg
* Civil Status : Single
* Date of Birth : October 28, 1994
* Place of Birth : Balanga City, Bataan, Philippines
* Address : Al Karama, Dubai, UAE

# Visa Status: Tourist Visa

# Expected Salary: AED 3000 - 3500

*This certifies that the above information is true and correct to the best of my knowledge and belief.*