 **Jinky**

**[Jinky.336441@2freemail.com](mailto:Jinky.336441@2freemail.com)**

Personal Statement

Initiative-driven, hard-working individual with over five years of working experience looking for an administrative job in a diverse department where I can showcase my skills and talent that will contribute to the organizational success. Currently seeking a new challenge which will utilise my meticulous attention to detail, problem-solving techniques, organizational and interpersonal skills.

Key Skills

* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint.
* Excellent organizational and interpersonal skills.
* Excellent communication skills, both written and verbal.
* Can work under pressure and willing to be trained.

# **Work Experience**

**Byblos Restaurant Dubai**

Cashier/ team member| May 2016 to present

* Accept and process payments.
* Tally sale and prepare bank slips.
* Perform monthly stock inventory for front office stocks.
* Perform petty cash reimbursement.

**Amkor Technology Philippines**

Final Visual Inspector - Closer | October 2013 to April 2016

* Final visualization of the physical appearance of the actual units.
* Ensures that the quality and quantity of the actual units meets the costumer’s expectation.
* Ensures that the previous process has been done correctly by checking it in the system.
* Finalize and encodes the important documents of the whole lot processed.

**Terumo Philippines Incorporated**

Production Operator | April 2012 to September 2012

* Assembling syringe parts.
* Visualization and counting of the actual products.

**Toshiba Information Technology Philippines**

Production Operator | August 2011 to January 2012

* Operating machines.
* Visualization of the actual units processed by the machines.
* Sorting of the good and rejected units by the machines.

**Education**

Tertiary | 2008 – 2009

The Fisher Valley College

Pinagsama Village Taguig City, Philippines

**Nursing Assistant**

Secondary | 2004 – 2008

Signal Village National High School

Signal Village Taguig City, Philippines

Primary | 1998 – 2004

Pagsawitan Elementary School

Pagsawitan Sta. Cruz Laguna, Philippines

**Awards and Acknowledgements**

Amkor Technology Philippines

* Acknowledged for detecting wrong mapped units during mark inspection.

The Fisher Valley College

* Awarded as the Most Outstanding Student in the school year of 2008-2009.

**Other information**

Nationality: Filipino

Age: 26

Religion: Catholic

**References**

References are available upon request.