

Contact HR Consultant for CV No: 336603

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

Career Objectives

To obtain a position suitable for my abilities which will also help me to improve and develop knowledge and skills. And to reach the peak of my potential which in turn contribute to the company’s progress.

Technical Skills

**Operating System :** Windows XP

**Application package & tool :** MS Office , Adobe Photoshop ,

AutoCAD 2016 , Fusion 360 , and 3D rendering

* Work with positive attitude to contribute the healthy functioning of the organization.
* Self-Confident and great patience
* Detail oriented and works with a high degree of accuracy
* Ability to multitask
* Analyzing every angle of a project before working on it.
* Willingness to learn.
* Experienced graphic artist well versed with Adobe Photoshop
* Skills for most office work include the ability to open, create, save and modify documents in Word, send and receive email in Outlook and create spreadsheets in Excel.
* Use computer software to prepare blueprints and drawings

Work Experience

**Bridgestone Phil.**

Quality Assurance

January 2015 - March 2016

* ensuring the 100% good quality standards of product to meet the expectation of our customer .
* preventing mistakes or defects in manufactured products and avoiding problems when delivering solutions or services to customers

**Japan Aviation Electronics Philippines**

Sales and Customer Service

August 2013 - November 2014

* respond promptly to customer inquiries
* handle and resolve customer complaints
* obtain and evaluate all relevant information to handle product and service inquiries
* will handle filing duties. This includes creating and maintaining a filing system; locating documents for staff members; and filing documents in their corresponding location.
* data entry or some form of computer work

**Pandayan Bookshop**

Customer Service

June 2012 - July 2013

* Provides customer additional information or explains services
* Discusses products offered and ensures customer satisfaction
* Completes supporting paperwork and data entry as required
* Accurately captures customer information
* Creates and maintains service reports
* data entry or some form of computer work
* will handle filing duties.

**Boamax Philippines**

On-the-job training - (Office Staff)

January 2012 - March2012

* entails providing assistance to his/her superior officers on assigned duties.
* will perform various office tasks and should be disposed to carrying out any clerical duties assigned in accordance with the particular office procedures.
* also includes filing document and performing office machine operations.

Educational Attainment

* **AutoCAD 2016 with Color Rendering & Fusion 360**

Autodesk Authorized Training Center

Microcadd Bacoor Cavite Philippines, 2016

* **Associate in Computer Technology**

Cavite State University, 2010-2012

* **Secondary**

Cavite National High School, 2005-2009

* **Primary**

Ladislao Diwa Elementary School,1999-2005

Personal Information

Age : 24 years old

Date of Birth : September 18, 1992

Place of Birth : Cavite City

Sex : Female

Status : Single

Religion : Catholic

Height : 5’1

Weight : 60lbs.

Citizenship : Filipino

Language Spoken : English, Filipino