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| D:\CV\Christina Photo 1.png |
| Qualifications/Education  Bachelor of Science in Information and Technology (1999 - 2004)  Material Handling Course, (Nestlé Centre) April 2015  First Aid Level 2 (2004)  Current Position  Assistant Store Keeper - Dubai, UAE  Expertise   * Excellent ability to write clear correspondence and vebally convey messages * Ability to adapt to differing company polies and procedures * Attention to detail and work flow processes to ensure smooth and accurate processing of goods orders to enable timely dispatch * Proficient in Microsoft Office applications such as Word, Excel and PowerPoint * Able to view situations/issues in a positive manner and propose solutions to streamline operations and process * Maintain a hyginic and clutter free workplace environment * Proficient in Visual Office Application such as FoxPro, Visual Basic, and C++ * Proficient in SAP and JDE * Knowledgeable in BW reports * Knowledgeable in CorelDraw, Star Office, Outlook, and Internet |

CHRISTINA

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Summary of competencies

I have over 14 years’ experience in the areas of production, operation and handling of product, particularly with Nestlé Philippines.

I have a proven ability in supervising and training new employees as well as contributing to strategic plans and improvements.

I can efficiently handle inventory control and has a solid understanding and enforcement of safety procedures within the workplace environment including the ability to plan work schedules and assign duties in accordance to the work schedule.

My primary goal when joining Al Naboodah Commercial Group (Swaidan Trading LLC) in Dubai, was to improve the existing packing process of tyre ordersto avoid product being either wrongly delivered, incomplete when shipped or with inaccurate data resulting in over printing and out of stock information.

The above was achieved through the introduction of correct tyre picking procedures, implementing RFID stickers to product for easier tracking and improved SMKA document filing.

Iwas instrumental in improving the document filing process and record keeping for SMKA divisions.

In addition, unsafe work practices during picking, stacking and unloading of product were corrected by generating greater staff awareness, training and initiating response procedures for potentially unsafe conditions. These were regularly discussed with the Line Manager.

As Assistant Store Clerk, Cristina’s responsibilities also included:

* On a daily basis, responsible for picking tires, flaps, tubes, O-rings and lubricants for (Goodyear/TVS/Tianli/Tekking/Petromin) per customer order.
* Occasionally order management processing of goods transfer, delivery orders and cancellations.
* Put RFID (Radio Frequency Identification) stickers per tires and labels as per locations.
* Coordinate with branch sales regarding order inquiries.
* Daily monitoring of cleanliness of all the warehouse including Electricals, Agriculture and Heavy Equipment.
* Data entering of delivery orders for Goodyear tires and SMKA Electricals.
* Responsible for filing all the documents for tires, agriculture, heavy equipment, and SMKA Electricals.
* Accurate completion of production forms including shipment/receiving/cancellationform and quality checks.
* Monitor safety in the workplace environment to minimise slips, trips and spills.

Key experience

Company:**Nestlé Philippines Inc.**

Duration:January 2015 - June 2016

Role:Material Handling Assistant – Customer Service Assistant

Key responsibilities/achievements:

* Pivotal in the restructure of the whole product handling process due to mishandling by the 3rd party provider.
* Order management processor of Fresh Dairy products all over the Philippines.
* Ensure products are dispatched on time for each customer.
* Coordinates with all Key Accounts Managers, Area Coordinators and Receiving Manager per branches regarding promos and delivery instructions.
* Coordinates with Load Planner on special instructions and priorities on delivery schedules.
* Assists all haulers regarding delivery inquiries.
* Generates daily reports regarding deliveries and refusals.

Company:**Nestlé Philippines Inc.**

Duration:June 2012 - January 2015

Role:Production Operator II

Key responsibilities/achievements:

* Involved in a select group that provided ideas for improving Nestlé Standard KPI’s.
* Check and review production schedule, interpret production schedule in terms of unit requirements for production, monitors and ensure availability of raw and packaging materials.
* Consistently achieved the production schedule targets and Nestlé’s quality/standards for safety.
* Operates filling machines for probiotic drinks, milks and yoghurt drinks.
* Ensure hygiene and sanitation of the whole line.
* Diagnose operational problems and do basic machine trouble-shooting procedures.
* Performs changeover activities such as change flavours, CIP/COP, and close down.
* Escalates issues at Level2 for problems beyond scope.
* Accomplish monitoring sheets (log sheets, Quality checking, CCP/ OPRP monitoring, and start-up checklist).
* Conduct safety inspections and perform safety precautions as required.

Company:**Nestlé Philippines Inc.**

Duration:December 2009 – June 2012

Role:Purchasing Clerk

Key responsibilities/achievements:

* Responsible for Purchase Order creation of stock items, Civil Works/Electrical/Mechanical Works.
* Involved in implementing Nestlé’s KPI’s.
* Established a filing system and documentation process for all transactions to enable effective tracking of on going projects and undelivered items.
* Resolved the outstanding invoices and contracts of the suppliers and contractors.
* Coordinate with different suppliers regarding supplies used, services and constructions.
* Responsible for follow-up deliveries.
* Coordinate with the different Factory Engineers and Filling Line Managers regarding purchase order requirements.
* Responsible for the documentation of every transactions made.

Company:**Puregold Price Club Inc., Philippines**

Duration:September 2009 – December 2009

Role:Merchandising Clerk

Key responsibilities/achievements:

* Responsible for the updating of prices or adjustments of all the items in the Supermarket Division.
* On time processing and conveying of memos and promotional material per division.
* Ensure the accurate pricing of product.
* Responsible for the memos or promos of all items in the store.
* Coordinate with the different Category Buyers for each departments (Food / Non-Food / Produce and Fashion)
* Coordinates with all the promodisers regarding the products they’re handling, Receiving Dept. regarding discrepancies and promos and with Store Managers regarding displays and activities.

Company:**Formossa Taffetta Co. Taiwan, ROC**

Duration:March 2007 – February 2009

Role:Production Operator

* Operates and maintain the continuity of production of textiles, about 80 to 150 machines per shift.
* Ensured the production schedule is met each shift and improved machine performance.
* Coordinate with mechanic operators regarding machine problems.
* Quality checking of each produced textiles.
* Performs simple machine troubleshooting.
* Produce and quality checking of colours for the textiles with products of Nike, Adidas, Mark&Spencer, Puma, and others.

Company:**New REM Transport Corp. Philippines**

Duration:August 2006 – November 2006

Role:Secretary

* Ensures smooth and timely transaction processing and dispatch of all haulers going to the clients and delivery as well to their customers.
* Stock inventory of spare parts for the trucks.
* Generates monthly trip reports.
* Collecting bills for our clients and deposit it to the bank.
* Maintain daily cleanliness of the office and our parking areas.
* Time to time assignments to handle during the shift.

Company:**Anderson Asphalt Philippines Inc.**

Duration:November 2003 – March 2006

Role:Survey Clerk

* Responsible for the correct distribution of data per assigned area as per the design.
* Ensure accurate data processing per segments.
* Processing of data given by the field surveyors.
* Provide laying thickness or levels for the pavement construction per site schedule.
* Analyse, plot and review finished survey data and report to the managers.
* Provide documentation copy to the client and consultants.
* Time to time assignments on Quality Assurance and Quantity Survey Dept.

Seminars attended

* Fixed Distribution Cost (Nestlé Cost Management) –August 2015
* Creating Shared Values Team Council Leadership Seminar, June 2014
* Basic XML, (Asian College of Science And Technology), October 2002
* Career Seminar for Graduating Students, (Asian College of Science And Technology),April 2003
* Artificial Intelligence, (Asian College of Science And Technology), October 2002
* Windows Networking, (Asian College of Science And Technology), August 2001
* Industrial Software – Hardware Interface, (Asian College of Science And Technology), October 2002

Affiliations

**Nestlé Philippines Inc.**

* Social Block Committee, 14 December 2014 – present
* Production Hazard Hunt Member, 15 June 2012 – 10 January 2015
* Fresh Dairy Sensory Panellist, 15 June 2012 – 10 January 2015
* Pasteurized Beverages and Milks 5S Champion, 15 June 2012 – 10 January 2015
* Probiotic 78ml bottle usage reduction at Fogg2 Filling Line Project, member
* Probiotic 78ml Changeover Time Reduction Project, member
* Chemical Usage Reduction during ClP/COP process in Fogg2 Filling Line Project, member
* Pasteurized Beverages and Milks Changeover Time Reduction Project, member
* Reduction of Waste Shrink film at Pasteurized Beverages and Milks Project, member.