

Contact HR Consultant for CV No: 341291

E-mail: response@gulfjobseekers.com

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**CAREER OBJECTIVES**

To identify a challenging position and be an integral part of an organization, wherein I wish to consolidate upon my experience, skills and attributes, which I have acquired through my career and contribute towards the organizational growth.

**Education**

**Caregiver Course**

DMMC Institute Tanauan,

Batangas, Philippines

**College -** Bachelor of Science in

Computer Science

De La Salle Tertiary School

Lipa Batangas, Philippines

**Secondary -** St. Thomas Academy,

Sto. Tomas Batangas, Philippines

Graduated - March 1996

**PROFESSIONAL EXPERIENCES**

**Travel Agent Executive**

**RRCL Travel & Tour Services**

**Binan Laguna, Philippines**

**June 2013 – November 2016**

***Duties & Responsibilities:***

* Planning and selling transportations, accommodations, insurance and other travel services.
* Cooperating with clients to determine their needs and advising them appropriate destination, modes of transportation travel dates and costs.
* Providing relevant information, brochures and publications to travel.
* Book transportation, make hotel reservations, and collect payment / fees.
* Deal with occurring travel problems, complaints and refunds.
* Enter data into our software and maintain client files.
* Meet profit and sales targets.

**Secretary / Receptionist**

**Al Najma Al Fareeda Group of Companies**

**Dubai, United Arab Emirates**

**June 2009 – July 2011**

***Duties & Responsibilities:***

* Carries out secretarial work such as drafting letters, memoranda, hand-over notes, and fax transmission, E-mail message from brief notes or oral instructions.
* Efficiently manages correspondence via email and drafting correspondence.
* Develops implements and improves effective office systems, including maintenance and organization of filing.
* Assembles & coordinates the preparation of reports, correspondence, and various documentation & presentation material.
* Types drafts and wide variety of finished documents from notes, brief instruction or printed materials.
* Monitors internal and external communications to best asses & prioritize request and inquiries, responds to routine items on the Manager’s behalf facilitates communication and follow up in an expeditious manner.
* Handles documents and cheques for signature from time to time.
* Prepares employees monthly telephone bill payments and personal calls.
* Handles highly confidential materials and information.
* Performs other duties as assigned.

**PERSONAL SKILLS**

* Excellent interpersonal skills
* Analytical and problem solving skills
* Decision making skills
* Effective verbal and listening communications skills
* Effective organizational skills
* Attention to detail and high level of accuracy
* Effective written communication skills
* Stress management skills
* Time management skills
* Able to work independently
* Knowledge and skills in computer operations, filling, typing, business and professional communication skills.
* Creative, self-motivated, organized, details – oriented and able to work with all levels of employees and management.
* Able to deal with guests and customers in a friendly, tactful, courteous and business-like manner.
* Can work irregular hours and /or overtime as required for my duties.

**Document Controller / Customer Support**

**AWA Properties**

***Dubai, United Arab Emirates***

**July 2008 - May 2009**

***Duties & Responsibilities:***

* Maintain customer database with entry of clients information and regular updates.
* Prepare correspondence to clients and for internal communications.
* Handles collection of commissions, contracts, receipts and other important documents.
* Follow up receipts, invoices, contracts to the clients.
* Review contracts in coordination with the Project Managers. Assist in accounting jobs

**Production Operator**

**Unimicron Tecgnology**

***Taiwan***

**May 2005 – May 2007**

***Duties & Responsibilities:***

* Handles and maintain manufacturing equipment.
* Working on assembly lines perform tasks like assembling products, maintaining workstations clean, cleaning equipment, tagging products, preparing goods for shipment, and following safety guidelines.
* Responsible for continuous operation of complex equipment of production equipment and packaging equipment.
* Oversight for product quality on both raw materials and finished goods.
* Identifying issues that affects line production.
* Ensuring critical control points defects.
* Check cosmetics appearance for defects.

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**Document Controller**

**TOKAI Precision (TOKAI Bussan Group)**

***Manila, Philippines***

**November 2003 – February 2005**

***Duties & Responsibilities:***

* Perform a variety of duties in documenting, updating and recording the receiving and shipping transactions in system in accurate and timely manner to ensure correct and balanced inventory records.
* Maintain 100% accuracy in monthly physical inventory and daily cycle counting.
* Maintaining a tracking facility to enable documents to be updated easily
* Scanning in all relevant new documents.
* Ensuring all documents are as up to date as possible within electronic filing systems.

**Purchasing Planner**

**NIDEC Philippines Corporation**

***Laguna, Philippines***

**February 2002 – November 2003**

* Reports directly to the Department Manager.
* Responsible in monitoring and inventory of fuel, chemicals, and spare parts needed in operation.
* Study and recommend special project and improvement.
* Responsible in materials purchase for facilities Engineering Division, budget planning, review and ordering.
* Responsible in coordinating and negotiating with outside vendor for reasonable costing and prompt deliveries of purchases item.
* Office transactions coordination.