

Contact HR Consultant for CV No: 341735

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com) Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**OBJECTIVES**

To promote and enhance my skills, knowledge, abilities and understanding into National

and international level of competencies.

**STRENGTHS**

* + - Multitasking capabilities
    - Fast learner and dedicated in delivering learn success
    - Initiative and ability to work with minimal supervision
    - Self motivated professionalism
    - Positive attitude

**TECHNICAL SKILLS**

**Proficient in the following:**

* + - MS office Applications ( Word, Excel, PowerPoint, outlook, access )
* Adobe, Photoshop
* Email writing

**WORK EXPERIENCES**

**Telstar Manufacturing Corporation Hongkong**

**Receptionist ( 2014 - Present )**

Duties:

* + - Answering all incoming calls / emails and re-routing them to relevant parties.
    - Meeting and greeting visitors ensuring they are signed in and inducted.
    - Opening, distributing, collecting and taking the post.
    - General administration duties, photocopying, filing etc.
    - Dealing with any enquiries at the reception.
    - Data entry onto internal systems

**. Nidec Corporation Singapore**

**Secretary (2007-2011 )**

Duties**:**

* Preparing agendas for and taking minutes of board meetings.
* Providing advice to colleagues and senior managers on administrative matters.
* Developing and implementing admin policies and procedures to improve efficiency.
* Maintaining all statuary registers and blueprint.

**Monde Nissin Corporation Philippines**

**Quality Control Inspector ( 2004– 2006 )**

Duties:

* + - Monitoring and examining each stage of production.
    - Ensuring that all testing is performed to the highest standard.
    - Writing up evaluations and assessments.
    - Carrying final inspections.
    - Discussing results conclusions with production managers.
    - Entering inspection results into database.

**Kyowa- Sonic Corporation Ltd., Philippines**

**Production Operator ( 2001- 2003 )**

**Duties:**

* + - Preparing the working station organized and clean
    - Check the programmed system and the previous records for the next shift
    - Received the parts with barcode
    - Scan each code to the computer
    - Ensure that process of the line of machine has no defects
    - Detect some error machine by encoding right barcode

**ACADEMIC QUALIFICATIONS**

* + - **Marian Computer College (Associate in Information Technology)**

Rizal St., San Carlos City Pangasinan, ( 1997 -1999 )

* + - **Virgin Milagrosa University (Bachelor of Science in Computer Science**)

Posadas St., San Carlos City, Pangasinan ( 1999-2001)

**TRAININGS ATTENDED**

* + - **Government Insurance System** ( GSIS )

Dagupan City, Pangasinan Philippines (2001)

* + - **Nidec Corporation Singapore**

Loyang, Singapore (2007)

**HOBBIES**

* + - Cooking Filipino, chineseand Japanese food
    - Painting arts and display
    - Playing badminton
    - Hiking Adventure