

Contact HR Consultant for CV No: 341735

E-mail: 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