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**Margarita**

C/o-Mobile No. : **+971505891826**

E-mail: **margarita.344393@2freemail.com**

**Objective**:

Extensive experience in operation.Passionate about quality and customer satisfaction. I offer my service and determination to be an asset to the company throughout the duration of my work.

Educational Attainment:

1995-1996 Systems Technology Institute(STI)Lipa,Batangas

 Programmer

1991-1994 Lyceum of Batangas

 Computer Science

Work Experience:

April 17, 2013 – April 12,2016 **Front Desk Receptionist/Secretary**

 Production Department

 Advanced Semiconductor Engineering Inc.(ASE)

 Kaifa Road, N.E.P.Z., Kaohsiung City, Taiwan R.O.C.

Nov. 17, 2009 – Nov. 4, 2012 Adhesive/Heat Spreader Operator /Material Handler

 Advanced Semiconductor Engineering Inc.(ASE)

 Kaifa Road, N.E.P.Z., Kaohsiung City, Taiwan R.O.C.

Sept. 11, 2006 - Aug. 23, 2009 Adhesive/Heat Spreader Operator

 Advanced Semiconductor Engineering Inc.(ASE)

 Kaifa Road, N.E.P.Z., Kaohsiung City, Taiwan R.O.C.

July 27, 2003 – July 17, 2006 underfill/Adhesive/Heat Spreader Operator

 Advanced Semiconductor Engineering Inc.(ASE)

 Kaifa Road, N.E.P.Z.,Kaohsiung City, Taiwan R.O.C.

2001 – 2002 Distributor/Networking Company

 Forever Living Products

1995 – 1996 Office Clerk/ Hardware & Software Company

 Micro Exchange Corporation

**Job Description: Front Desk Receptionist/Secretary**

* answer telephone, screen and direct calls
* take and relay messages
* provide information to callers
* greet persons entering organization
* deal with queries from the public and customers
* ensures knowledge of staff movements in and out of organization
* general administrative and clerical support
* prepare letters and documents i.e. courier, etc.
* receive and sort mails and deliveries
* schedule appointments
* maintain appointment diary either manually or electronically
* organize meetings
* tidy and maintain the reception area
* maintain office stationeries and consumables

**Job Description:Machine Operator/Material Handler**

* Finding materials on the shelves and putting them on machines.
* Push materials if there is Hot Lot.
* Monitor machine operations to detect malfunctions; report or resolve problems.
* Clear minor error

**Skills and Ability:**

* Ability to organize resources, to work with others, to learn a variety of technologies as well as the ability to acquire knowledge.