**KRISCHIA**

**KRISCHIA.348271@2freemail.com**

A newly registered Certified Electronics Technician, committed and hard-working who displays a wide range of skills in research, thinking and analysis. Enjoys working in a team and has the ability to communicate well with others. Works well in office administration and technical related fields. Shows strength in problem solving and planning skill to deliver assignments within set timeframes and to a high quality standard. Can work with less supervision and maintain focus towards goal.

**EDUCATION**

**Bachelor of Science in Electronics and Communication Technology**

Mindanao University of Science and Technology C.M Recto Ave., Lapasan, Cagayan de Oro City S.Y. 2012-2016

**ELIGIBILITY**

**CERTIFIED ELECTRONICS TECHNICIAN**

Valid Until: 12/27/2019

**CERTIFICATIONS**

**NCII Certificate in EPAS** - Electronics Products Assembly and Servicing (March 2016)

**NCII Certificate in ICS** –Instrumentation and Control Servicing (August 31,2016)

**WORK EXPERIENCE**

**GRAM INDUSTRIAL INCORPORATED**

Cagayan de Oro city Branch

September 2016- February 2017

**Administrative Staff:**

* Assist Sales Representatives.
* Answers incoming calls and record exchange of information accurately
* Provides leave forms and other documents.
* Records DTRs and forward to Head office.
* Check and response to emails concerning the office.
* Sends scanned Liquidation reports and BTA of Sales Representatives to main office.
* Assist sales representatives in scheduling courtesy visits to clients.
* Scan and forward office billings to accounting.
* Monitor and report Petty Cash.
* Organize and file Company Documents.
* Inform and releases Memos from head office.

**Quotation Specialist:**

* Entertain emails of clients’ queries for Siemens and IFM products.
* Creates Costing and send Quotations for Siemens and IFM products.
* Confirm and Process Purchase Orders of clients and make Requisitions slips.
* Follow-up pending quotations and other pending transactions.
* Monitor and follow-up deliveries
* Update clients on the delivery of their orders.
* Records important updates from Principal suppliers.
* Invoicing and issuance of Delivery receipt.
* Update and Quotation Monitoring, Sales, Invoice and Collection Reports.
* Monitor and follow-up payables
* Coordinated with Sales Representatives for updates from Principals.

**PHILIPPINE SINTER CORPORATION**

Electrical and Instrumentation Department

Villanueva, Misamis Oriental, Philippines.

April 16, 2015 – May 30, 2015

**Intern:**

* Assist the Instrumentation Technician during Instrument Calibration.
* Observes the DCS during superiors’ actual operation.
* Records accurate data during calibration for ISO Audit documentation.
* Assist technicians during technical installations.

**SHARP SERVICE CENTER**

Lapasan, Cagayan de Oro City

April – May 2014

**Intern:**

* Receives incoming units of Sharp appliances for repair.
* Cleaning and checking of the incoming units for repair.
* Hands on soldering and troubleshooting of appliances.
* Testing of the repaired unit.
* Releasing of outgoing repaired appliances.

**MUST CIIT DEAN’S OFFICE**

Mindanao University of Science and Technology

June 2014 – March 2015

**Student Assistant:**

 Entertains students’ queries and document requests.

 Provide information to faculty and students regarding some important announcements

* Answers calls and relay accurate information.
* Encodes data needed for Dean’s office documentations.
* Assist faculty with office concerns.
* Receives incoming documents.
* Forwards outgoing documents to designated offices.
* Keeps office files confidential to unauthorized personnel.

**DON CARLOS AUTO SUPPLY**

Don Carlos, Bukidnon

June 2008 – May 2010

**Secretary:**

* Reports to the manager/owner for updates of supplies delivery.
* Answer calls before directing to the manger/owner.
* Reviews accounts of clients or debtors if near due date and prepare for collection.
* Organize suppliers’ accounts and check terms of payment for check issuance.
* Deposits money to bank.
* Relays information from superiors to other employees.
* Act as customer service or support during client queries.
* Organize files and documents needed for BIR.

**SKILLS**

* Thinks in a strategic manner and sees the bigger picture at all times, which contributes to the establishing of achievable objectives
* Develops an innovative and effective solution to complex problems, and is able to diagnose an issue by getting to the root cause
* Possesses a working knowledge of a variety of standard Microsoft packages such as Microsoft Word, PowerPoint, and Excel.
* Fluent in English, Filipino, and Cebuano
* With background in basic electronics troubleshooting.
* Knowledgeable in Instrumentation and Calibration, PLC Programming and DCS operation.
* Displays strong interpersonal skills, through the ability to gain the trust and respect of others, being sensitive to people’s needs and feelings, and enjoying the building and holding of teams.
* Listens very effectively, and is able to write in a concise manner.
* Works effectively under pressure and where both demanding and stringent deadlines are present and prioritizes to ensure that the needs of both the client and business are fulfilled.