**ELNORA**

[**ELNORA.352027@2freemail.com**](mailto:ELNORA.352027@2freemail.com)

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**Personal Details**

Date of Birth : Aug. 4,1990

Height : 5’1”

Marital Status: Single

Nationality : Filipino

Religion : Catholic

Visa : Visit Visa

**Language:**

**English and Tagalog**

**Education:**

**COLLEGE:**

Batangas Eastern Colleges

Diploma in Computer Network Technology

**(YEAR: 2012 – 2014)**

**AMA Computer Learning Center**

Business Information Management

**(YEAR: 2009 – 2010)**

IPLOMA IN COMPUTER NETWORK TECHNOLOGY

2012-2014

**Achievement:**

**Certificate of Employee of the Month**

“ **MAY 2016 “**

**MAIN PURPOSE OF JOB:**

To be able to work and be a part of your prestigious company that would enhance the knowledge, skills, talents and the discipline built in me and would give me an opportunity to learn and handle new things.

**PRODUCTION OPERATOR**

**POWER LANE RESOURCES (HAYAKAWA) - PHILIPPINES**

**June 2014 – March 2017**

**WORK EXPERIENCE:**

**Duties and Responsibilities:**

* Setup the production equipment and supplies before executing the job orders.
* Operate equipment safely and effectively for production processing.
* Ensure that equipment is maintained in good and safe working condition.
* Inspect equipment to identify any replacements, malfunctions and repairs.
* Perform regular equipment maintenance to ensure production capacity and quality.
* Provide assistance to junior operators in their assigned responsibilities.
* Work under the guidance of Supervisor to perform and complete the assigned duties in timely manner.
* Evaluate equipment performance and recommend improvements.
* Follow safety procedures and company policies for equipment operation.
* Recommend process improvements to enhance operational efficiency and safety.
* Identify and report unsafe operations to Supervisor immediately.

**Present Address**,

Dubai U.A.E

**Extra Skills**

* Physically fit and active
* High Level Flexibility
* Customer Service Oriented
* Determined, dedicated,
* competent, cooperative and hardworking
* Has initiative, a fast learner and can easily adopt to various situations
* Computer Literate (MS Office and Internet Application)
* Customer oriented and has a good interpersonal skills
* Patient and willing to shift hours

**APV – LAW OFFICE - MAKATI – PHILIPPINES**

**RECEPTIONIST / OFFICE CLERK (OJT)**

**December 2013 – March 2014**

Duties and Responsibility

* Welcomes guests and clients by greeting them in person or on the telephone.
* Answering or directing inquiries.
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data.
* Maintain contact list
* Type up and file basic legal documents and correspondence

**SALES LADY / CASHIER**

**MIQUELITOES ICE CREAM**

**SAVEMORE SM SUPERMARKET (BACOOR CAVITE)**

**July 2010 – 2012**

Duties and Responsibilities:

* Responsible for Cash Drawer.
* Check balance / Audit the log book together cash report/sales report*.*
* Prepare and keeps weekly inventory report
* Maintain cleanliness of the working area
* Maintain high level of service to provide customer satisfaction
* Assisting customers on their inquiries and requests.