**NEDITA**

**Bachelor of Science in Business Administration – Banking & Finance**

Email: nedita.369654@2freemail.com



Seeking assignments in Supervision, Executive, Management of human resource, front office, document control, back-office, quality control, insurance data control / data entry and front of line semiconductor quality control & operations.

**PROFESSIONAL SYNOPSIS**

* Seasoned professional with rich and insightful experience of nearly 25 years in human resource, finance, office management, data entry, data imaging, electronics and semiconductor manufacturing, sales, operations and quality control.

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* Currently associated with RSTN MOMENTUM CONSULTING, Dubai as Data Imaging Specialist working with METLIFE insurance in DAFZA, Dubai.
* In depth knowledge of continuous improvements, quality standards and proficiency in implementation of techniques.
* Effective leadership, communication & interpersonal skills with strong analytical and problem solving abilities with innovative approach and solutions.
* Knowledge in MS OFFICE APPLICATIONS, E2C, KODAK CAPTURE, I-TAG, LAN SWEEP Systems. Fluent in English.

**SKILLS & EXPERTISE**

* Administrative/HR Officer
* Sales and Marketing Executive
* Office Assistant
* Document and Quality Controller
* Fluent in oral and written English communication
* Computer Literate, MS Office applications
* Document and Office Management
* Human Relationship

**PROFESSIONAL EXPERIENCE**

**DATA ENTRY / DATA IMAGING SPECIALIST December 15, 2013 to PRESENT**

**RSTN MOMENTUM CONSULTING – (METLIFE INSURANCE) 7W Dubai Airport Free Zone Authority, (DAFZA) Dubai, UAE**

* Perform production activities for supporting and administering METLIFE INSURANCE in- house documents
* Responsible for document preparation, scanning, indexing and quality checking of the insurance documents
* Ensuring proper transfer of images
* Responsible for document safekeeping, security and archiving
* Scanning utilizing technology of E2C imaging software
* Responsible for maintaining and ensuring optimal performance of equipments and software.

**LDSOLUTIONS INCORPORATED**

**Muntinlupa, City Philippines**

**December 2005 to March 2009**

**Human Resources/ Administrative Officer**

***As Human Resource Officer***

* Direct supervision and management of staffs
* Maintenance and management of personnel files in secured and confidential manner
* Benefits and compensation administration
* Leave & Passport management
* Prepare HR related correspondence and official letters for the company and employees
* Process enrollments, changes and termination of employees
* Assist employees with any reimbursement claim, issues and other concerns

***As Administrative Officer***

* Maintains soft and hard copies of incoming and outgoing documents to and from customers and suppliers
* Schedule meetings and appointments of the General Manager
* Ensure electronic files of documents and ensure records are properly maintained
* Prepare business correspondence as drafted and instructed
* Monitor, prepare and generate monthly attendance report of all staff
* Payroll preparation
* Arrange hotel and travel bookings
* Management of office supplies, petty cash fund and other office needs
* Facilitate bank transactions

**SILTECH ELECTRONICS CORPORATION**

**Muntinlupa, City Philippines**

**November 1998 to November 2005**

**Sales and Marketing Executive**

***As Sales and Marketing Executive***

* Develop and generate sales of oven and spare parts for semiconductor industry
* Introduce and promote product and services through telesales and customer visits
* Formulate new business and marketing plans to achieve goals and sales quota
* Create new customer accounts
* Develop, maintain and establish good client relations
* Resolve sales and commercial issues with customers
* Prepare commercial documents such as quotation, invoices and delivery receipts
* Follow-up deliveries with suppliers and principals
* Customer Service

**AMKOR TECHNOLOGY PHILIPPINES**

**Muntinlupa, City Philippines**

**August 1990 to October 1998**

***Quality Assurance & Reliability Secretary***

* Gather and collates all quality data and prepare report materials
* File and record all data relating to quality issues, deviations, missed operation and non-compliance to specs and procedures
* Coordinate appointments and meetings of the Department Manager
* Supplies inventory

**EDUCATION**

**Bachelor of Science in Business Administration**

**Major in Banking and Finance**

Pamantasan ng Lungsod ng Maynila ( University of the City of Manila )

Graduated April 1990

**PERSONAL DATA**

Nationality Filipina

Civil Status Married

Residence Visa Expiry Dt 2017/09/24

Visa Status Husband Visa