**VINA**

Email Address: [vina.371711@2freemail.com](mailto:vina.371711@2freemail.com)

**OBJECTIVE:** To gain employment with a company or institution that offers me a consistently positive atmosphere to learn and implement new technologies for the betterment of the organization.

**SUMMARY QUALIFICATION**

* Accounting Working Experience (Finance Department) on a Beverage Marketing Company
* Industrial Engineering Work Experience on a Manufacturing Company
* Industrial Engineering Work Experience on a Cargo Handling Services
* Knowledgeable of 2D and 3D AutoCAD Designing
* Knowledgeable of Tally.ERP9 Accounting Software

**WORK EXPERIENCE**

BERRINGER MARKETING INCORPORATED, PHILIPPINES

STOCK ANALYST, FINANCE DEPARTMENT (September 1, 2015-March 15, 2017)

* Responsible for safeguarding, monitoring of all stocks movement in the sales office and depot operation.
* Records all stocks transactions to sales office computerized system on a daily basis using the official company documents
* Maintains and analyses the required record books and reports to ensure zero inventory difference.
* Conducts physical count of stocks at least once a week and reconciles results with computer generated reports.
* Responsible for reconciliation daily inventory reports of checker against official company records.
* Receiving telephone calls and directing calls
* Handles product orders (purchases) to maintain inventory or product visibility.
* Handle inventory of Marketing supplies in physical and computer generated reports
* Complies with company rules and regulations and as needed reports.
* Responsible in safekeeping, issuance and monitoring of all warehouse accountable forms and office supplies.
* also called as back office support of sales department.

METRO ACE INNOVATIVE PLAS. DAVAO CITY, PHILIPPINES, QA STAFF, QUALITY ASSURANCE DEPARTMENT

* Assigned in production on Blowing and injection Moulding area
* Creates production reports in the assigned area, weekly and monthly reports
* Process control in the assigned area
* Encoder on the transfer document in the grip system

NUTRI ASIA DAVAO, DAVAO CITY PHILIPPINES

PLANNING ASSISTANT, PPIC DEPARTMENT

* Inventory monitoring on modern trade
* Replenishment report every 2 weeks on modern trade
* Creates vendor schedule & production schedule on SAP system
* Sales receipt report

FILIPINAS PORT SERVICES INC., DAVAO CITY PHILIPPINES

OPERATIONS DEPARTMENT

* On-the-job Trainee as an Operations Analyst
* Has actively participated on the Time and Motion Study, Actual Productivity Study and Comparison Study.
* January –March 2015 (280 hours)

**TECHNICAL SKILLS**

* Proficient use on MS office (Word, Excel, PowerPoint, Publisher)
* Internet application (emails, search engines, etc.)
* Capable use of telephone, fax machine, photocopying machine, printer and computer.
* Tally.ERP9 software
* AutoCad 2012
* Adobe Photoshop C55 and C56

**PERSONAL DETAILS**

**Age:** 24 y/o

**Nationality:** Filipino

**Visa Status:** Tourist

**Education:** BS Industrial Engineering

**Current Location:** Dubai, UAE.