| Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills and abilities in the available field that I am hired at.Skills* Hardware Troubleshooting
* Network Troubleshooting
* Microsoft Office (MS Word, Excel, Powerpoint, Internet, Etc.)
* Engraving Machine

date of birthMarch 28, 1984 |

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| katrina**Bachelor in Cooperatives**  |

Experience**PRIVATE TUTOR**Hassan mohammed al nasser (saudi arabia)November 29, 2014 – March 29, 2017* English Tutor (Grade 3 & Grade 4 Student)

**Sales, credit, billing & collection Staff** Controlgear Electric corporation april 05, 2012 – november 28, 2014* Follow-up Credit and Collection.
* Preparation of Client Quotation Inquiry
* Preparation / Checking of D.R. & Sales Invoice
* Preparation L.O.M.D. & Job Order
* Preparation of Weekly / Monthly report
* Detailed Orders Received / Sales Invoice
* Market Segment Summary Orders Received / S.I.
* Sales Budget Orders Received
* Sales Budget Sales Invoice
* Summary Sales Performance
* Filing of important documents:
* Weekly / Monthly Financial Report
* Weekly / Monthly Sales Performance Summary
* Weekly / Monthly Market Segment report
* Collection Forecast
* Responsible for the preparation of Project submittals

**warehouse officer** Controlgear Electric corporation april 04, 2011 – april 04, 2012* Maintains Inventory and Supplies by receiving, storing and delivering items.
* Securing warehouse
* Supervising Staff
* Keeps equipment operating by enforcing operating instruction, troubleshooting breakdowns, requiring preventive maintenance and calling for repairs.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews.
* Implementing production, productivity, quality and customer-service standards.
* Resolving problems
* Identifying warehouse system improvements

**purchasing assistant**Controlgear Electric corporation january 02, 2006 – april 02, 2011* Canvassing of materials requisition / Prepare of canvass sheet.
* Follow-up quotations to suppliers
* Coordinate lacking materials at warehouse for purchase.
* Check availability of items at warehouse before preparing Purchase Order.
* Record monthly purchases.
* Prepare documents for item replacement / return.
* Prepare field to do for pick-up.
* Prepare document for defective items for repair.
* Daily filing of suppliers purchase order and sales invoice.
* Monthly reporting and submission of plant and office maintenance report.
* Monitoring of office supplies & consumables.
* Engraving of nameplates.

Education**Bachelor in Cooperatives – BCOOP (2001 – 2005)** Polytechnic University of the Philippines Sta. Mesa, Manila |