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| 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 birth March 28, 1984 | |  | | --- | | 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 corporationapril 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 corporationapril 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 corporationjanuary 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 |