 **Janeth**

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 **Job Applied: Secretary/Office Assistant/Admin Assistant**

­­­­­**Objective**

 To obtain a job opportunity in a reputable company that focuses on transaction quality, efficiency, customer

 relations, professional growth and teamwork where I can enhance and utilize my capabilities to the full extent that

 will serve as my gateway for learning and career development.

­**Profile Synopsis**

* Is a proactive individual with experience in the manufacturing floor clerical functions and has sufficient background on Microsoft Office Applications.
* Quick learner with an ability to adapt with new business line, dedicated and self-motivated team player.
* Excellent written and verbal communication skills. Attention to detail.
* Numerical Ability, well-disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.

**Professional Trainings**

* Secretarial – Emirates Education Centre – (October 20, 2017 – December 8, 2017)
* Personality Development – Emirates Education Centre – (October 20, 2017 – December 8, 2017)
* Virtual Assistant (Digital Marketing) – Emirates Education Centre – (October 20, 2017 – December 8, 2017)
* Advance AUTOCAD 2016 – MICROCADD – (October 24, 2016 – November 25, 2016)
* AUTOCAD 2016 – MICROCADD – (August 6, 2016 – October 1, 2016)
* Basic English Language – TESDA – (March 7, 2016 – April 15, 2016)

**Career Summary**



**TAIYO YUDEN PHILIPPINE INC., MEPZ Lapu-Lapu City, Cebu**

 **Manufacturing Secretary cum Clerk,**March 2000 – May 2005

* Generates the following monthly reports for the manufacturing department head:
	+ Overtime performance
	+ Staff attendance and tardiness
	+ Manufacturing supplies usage monitoring
	+ Head count report
* Responsible for encoding and checking all manufacturing staff’s vacation leave, Overtime permits, and erroneous time entries.
* Responsible for raising purchase requests for manufacturing supplies.
* Perform other clerical functions as per needed by the department head.
* Inspects and receives deliveries of ordered manufacturing supplies; verifying receipt of supplies.
* Produces information by encoding, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences.
* Prepares reports by collecting information.
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplier.

**TAIYO YUDEN PHILIPPINE INC., MEPZ Lapu-Lapu City, CEBU**

**Manufacturing Data Encoder,** October 1994 – February 2000

* Generates travel logs needed in monitoring work in process.
* Encodes daily production yield performance.
* Generate monthly manufacturing compliance report.
* Prepares source data for computer entry by compiling and sorting information
* Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete

 documents to the team leader for resolution.

* Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account data by reviewing, correcting, deleting, or

reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.

* Maintains customer confidence and protects operations by keeping information confidential.

**Industry Information**

* Industry Type : Electronics and Semi-conductors
* Functional Area : Production / Manufacturing
* Total Years of Experience : 11 years

**Education**

**Associate in Computer Science**

Asian College of Technology - March 1999

**Special Skills**

**Expertise:**

Microsoft Excel, Power Point, Word, Auto Cad

**Orientation and Seminar**

* **Quality Management System (ISO 9001)** – Taiyo Yuden Philippines Inc.
* **Environment Management System (ISO 14001)** - Taiyo Yuden Philippines Inc.
* **Occupational Health and Safety Assessment Series (OHSAS 18001)** – Taiyo Yuden Philippines Inc.

**Personal Information**

* **Birth Date** : July 05, 1976
* **Nationality** : Filipino
* **Place of birth** : Lapu-Lapu City, Cebu, Philippines
* **Visit visa Expiration** : February 12, 2018

To be furnished upon request.