**MAYLA**



Dubai, UAE

Mobile No:

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Nationality: Filipino



# CAREER OBJECTIVE

To build a long-term career focused on administration where I can exercise my capabilities and apply the knowledge and training I had from previous works for the benefit of both parties.

# PROFILE SUMMARY

Bachelor of Arts in Social Sciences - Economics

Computer literate – Outlook, Quickbooks, Google Docs, MS Word, Excel, Power Point Trustworthy and flexible, organize and systematic, easy to learn things, with sense of urgency

# LANGUAGES SPOKEN

English – Read, write and speak fluently Tagalog/Filipino – Mother tongue Chinese Mandarin – Intermediate

# WORK EXPERIENCE

**Company Name: HTP General Trading, Jebel Ali 1, Dubai, UAE Position:** General Clerk (August 2015-September 2017)

# Job Summary:

* + Welcoming visitors by greeting them, in person or on the telephone, answering or referring inquiries and routing phone calls to specific person.
  + Keeping file/record of industry-related documents and updating the file system.
  + Composing business correspondence.
  + Identifying the goods and services of the company, find services providers who can supply the goods, negotiate for prices and arrange for the purchase and delivery of the goods after approval from the management.
  + Purchasing, monitoring, disbursing and securing office and pantry supplies, ensuring that the company is always adequately stocked.
  + Handling petty cash for making payments to suppliers.
  + Receiving billings, correspondence and documents on behalf of the company.
  + Monitoring daily attendance of the employees and submitting monthly attendance report.
  + Uploading SIF salary file and send to UAE Exchange dedicated email address and deposit the cash in any UAE Exchange branches after receiving the reference number
  + Assisting the PRO in preparing correct documentation to the Ministry of Labour for visa applications and cancellations.
  + Scanning all documents and organize all employee official paperwork and updating the database when details change.

**Company Name: Inotera Memories Inc. Gueishan, Taoyuan County, Taiwan R.O.C. Position:** Technical Assistant, Diffusion Department (May 2004– July 2013)

# Job Summary:

* + Preparing and running of daily monitor in thickness and particle machine to check if recipes are accurate for use.
  + Measuring thickness and particles to check the needed standard measurement of the wafers.
  + Operating and monitoring machines to avoid idle in operation.
  + Coordinates with Process & Equipment Engineer when fixing the machine problem or any alarm.
  + Checking of data if the wafers are in good condition.
  + Assisting process/equipment engineer on duty during preventive maintenance schedule by running of test run, transfer test and by monitoring of time consumed.

**Company Name: SPI-CSI, Carmelray Park 2, Calamba Laguna, Philippines Position:** Content Analyst, Content Analysis Department (August 2001-May 2004) **Job Summary:**

* + Coordinating with material control clerk to release and receive literatures to be processed.
  + Proofreading data keyed in by data encoders in PRN and PDF form and giving them feedback if there’s any.
  + Running programs to flag error to be edited according to clients specifications.
  + Converting data into SGML (Standard Generalized Markup Language) form using XML application and adobe reader.
  + Asking for updates or changes in instruction (if any) during converting data.
  + Coordinating with lead Content Analyst as to quality control points and other quality checking regulations.
  + Storing source documents and submitting processed file to QA department.

# EDUCATION

1994-1998 Bachelor Degree in Economics

UP in the Visayas Tacloban College, Philippines