**JOANNA**

E-mail: Joanna.380164@2freemail.com

DUBAI, UAE

**OBJECTIVES**

* To be able to apply and enhance my experience in Information Analysis, Data monitoring and Billing/Invoice Processing.
* To be able to contribute to the success of the company I will work for while equipping myself with the foundation I need to have a successful career in my chosen field.

**WORK EXPERIENCE**

**Industrial Engineer / Information Analyst (May 2017 – March 2018)**

Mayapa CBK Industry, Inc., Calamba, Laguna, Philippines

Key Responsibilities:

* Creates process flow chart using MS Excel for all running process in company.
* Monitors data from production using MS Excel. (Ex. Number of finished goods ready for delivery and Quantity of raw materials withdrew from warehouse)
* Analyze total cost per project. (Actual cost versus Estimated cost)
* Creates sales invoice per billing of finished projects.
* Assigns Reference number to be used by operators in production.
* Releases a copy of Reference Documents (Drawing & Material Breakdown) to production and supervisor.

**CERTIFICATION**

 **Certification Examination for Industrial Engineers – Passer**

 December 2016

 **Basic Occupational Safety and Health (BOSH)**

December 2016

**INTERNSHIP TRAINING**

**Linaheim Corporate Services, Inc.**

 Corporate Quality and Business Process

 Service Engineer Trainee

 NAIA Complex, Parañaque City

 April 2016 – July 2016

**EDUCATIONAL ATTAINMENT**

 **Tertiary :** Batangas State University Main Campus I

 General Engineering (SY 2011-2013)

 Batangas State University - Alangilan Campus

 BS Industrial Engineering (SY 2013-2016)

 **Secondary :** Gov. Feliciano Leviste Memorial National

 High School (SY 2007-2011)

 **Primary :** Mahayahay Elementary School (SY 2000-2007)

**PERSONAL BACKGROUND**

 **Date of Birth :** June 22, 1995

 **Place of Birth :** Lemery, Batangas, Philippines

 **Age :** 22

 **Civil Status :** Single

 **Citizenship :** Filipino

 **Height :** 5'4’'

 **Weight :** 73kg

 **Languages Spoken :** Tagalog / English

 **Skills :** Microsoft Office

 : Microsoft Visio

 : Time and Motion Study

 **Visa Status** : Visit Visa