**J O S E R I E L.**

Flat 604 Sahara 7 Airport Road Abu Dhabi, U.A.E.

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| **Email Address** | **:** [joseriel.380541@2freemail.com](joseriel.380541%402freemail.com)Mobile: Whatsapp +971504753686 / +919979971283 |
|  |  |  |
| **Visa Status** | **: Visit Visa** |
| **Availability** | **: Immediate** |

**PERSONAL ATTRIBUTES**

I'm self-motivated; discipline; a team player, and a resourceful individual who always strives to maintain high standards of professionalism and works well with minimal supervision. I am willing to learn new things and improve myself in a daily basis.



**OBJECTIVE**

To be part of a highly reputable company where I can share my skills, abilities, experiences and talents as well as acquired knowledge that can provide professional growth in my field of endeavor and be a contributor to the growth of the organization.



**SKILLS**



Proficient in using MSOffice (Word, Excel, and PowerPoint)



Knowledgeable in programming using C, C++ and C# Languages, NI LabVIEW, Verilog, System Verilog



Educated about designing tools and applications: Eagle CAD, Solid Works, NI Multisim, NI LabVIEW, Electric VLSI, LTSpice



Knowledgeable in electronics circuit design, PCB Layouts and fabrication Knowledgeable in basic network topology 45 WPM achieved



Knowledge in Machine Set-up for DFD651 Saw Machine Good verbal and written communication skills in English Flexible and detail-oriented



**ABILITIES**



Accountable for confidentiality & completing tasks in a timely manner.



Ability to understand and follow oral and written instructions.



Ability to maintain good filing systems using manual or computerized.



Ability to handle the works using a time balancing system.



Ability to find how the work to be done in a fastest and accurate ways.



Ability to manage and implement Social Media campaigns.

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**WORK EXPERIENCE**

**Bin Omair Air Conditioning L.L.C**

*Bin Omair Maintenance Building, Tourist Club, Abu Dhabi, UAE*

*October 4, 2017 – Present*

**Document Controller**

***Accountabilities***



Reviewing and updating technical documents (e.g. manuals and workflows) Examine documents such as drawings and specifications to verify completeness and accuracy of data



Maintain and organize the soft and hard copy of the latest revisions of drawings and documents



Maintain the log book of each received file/document for monitoring purposes Provide back-ups of all files and drawings



Distribute project-related copies to internal teams File documents in physical and digital records



Maintain confidentiality around sensitive information and terms of agreement



Retrieve files as requested by employees and clients



Copy, scan and store documents



Preparing Method Statement, Checklist and Risk Assessment for installation of MEP works



Preparing letter for BOQ, Follow-ups and etc.

**Office Admin Assistant**

***Accountabilities***



Respond to internal and external HR related inquiries or requests and provide assistance Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc. Assist supervisors in performance management procedures



Schedule meetings, interviews, HR events etc. and maintain the team’s agenda Coordinate training sessions and seminars



Perform orientations, onboarding and update records with new hires

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**Nagatsu-Sanpla Precision Mold Philippines Inc.**

*Unit 4, Starts LT3-D Autopark Avenue, Greenfield Automotive Park Special Economic Zone, Sta. Rosa City, Laguna, Philippines*

**Quality Engineer**

*April 2017 – July 2017*

***Accountabilities***



Controlling rejection incidences in the production line, analyzing each occurrence and spearheading the prevention of each incidence



Ensuring proper storage, care and use of all measuring instrument and quality inspection equipment



Calibrating all measuring instruments properly and on-time Responsible for distribution and maintenance of controlled documents



Spearheading the transition of quality line inspection from manual measuring to checking jigs Facilitation of the transition of lean manufacturing and one-piece flow



Having overall responsibility of the execution and conformance of the company quality system

**Amkor Technology Philippines Inc.**

*22 KM East Service Road, South Superhighway, Muntinlupa City, Manila, Philippines*

**Promoted as Process Engineer**

*September 2015 – February 2017*

***Accountabilities***



Responsible for providing technical support and guidance on process implementation and analysis to ensure conformance of the assembly process to set specifications



Ensures attainment of the station’s optimum yield capacity, as well as high product quality and reliability



Ensures proper implementation of established manufacturing processes



Identifies, modifies and upgrades processes and controls in order to meet set quality, yield and turn-around time at optimum cost

**Office Assistant**

*June 2015 – September 2015*

***Accountabilities***



|  |  |  |
| --- | --- | --- |
| Provide technical and clerical support to departments or individuals |  |  |
| Update delayed and new lot to be process in the assembly line |  |  |
| Schedule meetings and arrange conference rooms (Follow 5 W’s) |  |  |
| Alert manager about cancelations or new meetings |  |  |
| Handle information requests |  |  |
| Receive and assist all guest and suppliers visiting the office |  |  |
| Prepare confidential and sensitive documents |  |  |
| Determine matters of top priority and handle accordingly |  |  |
| Maintain office procedures and supplies | 3 | P a g e |  |
|  |  |



Operate office equipment, such as photocopy machine and scanner



Relay directives, instructions and assignment to executives



Support and maintain hard copy and electronic filing system



Assist in resolving any office problems



**TRAINING RECORDS**



**Internee**

**Process Engineer**

**Amkor Technology Philippines**

**June 2014 – October 2014**

***Duties and Responsibilities***



Responsible for providing technical support and guidance on process implementation and analysis to ensure conformance of the assembly process to set specifications Report any abnormalities or discrepancies in the line (oral and written report) Monitor and supervise support staff



Ensures proper implementation of established manufacturing processes



Assist the acting supervisor on the daily basis that includes paper and technical support Report the daily activities to the acting supervisor



Maintain the proper monitoring of the machines and equipment

**Internee**

**Student Assistant, First Asia Institute of Technology and Humanities**

**October 2013 – February 2013**

***Duties and Responsibilities***



Meet and greet visitors and investors



Taking dictation and writing correspondence



May need to attend staff meetings, take notes and follow up on outstanding agenda items



Receive and screen phone calls and redirect them when appropriate



Help in organizing paper works

**Company Trainings Attended**



**Statistic with Process Capability** –Nagatsu-Sanpla Precision Mold Philippines Inc.–June 7, 2017 **Customer Sensitivity** –Nagatsu-Sanpla Precision Mold Philippines Inc.–July 12, 2017 **8D with RCA** –Amkor Technology Philippines - September 7, 2016



**Reliability and Failure Analysis** - Amkor Technology Philippines–April 6, 2016



**Failure Mode and Effect Analysis (FMEA)** –Amkor Technology Philippines - February 12, 2016 **7QC Tools** –Amkor Technology Philippines–February 11, 2016



**3x5 Why Problem Solving Tool** –Amkor Technology Philippines - January 29, 2016 **Effective Process Control** –Amkor Technology Philippines - January 22, 2016 **Process Mapping** –Amkor Technology Philippines - January 22, 2016



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**KEY PROJECTS**



**Wireless Telecom Prototype** –Two wireless prototypes were fabricated using self-designedcircuits and materials



**Dual Tone Multi Frequency Processor using NI LabVIEW** –DTMF decoder designed totranslate telephone tones into numbers.



**Full Digital Communication Protocol using NI LabVIEW** –A full digital communicationprototype designed in accordance to the Open Systems Interconnection (OSI) Model. This includes full function such as translation, compression, encoding, decoding, segmentation, multiplexing, transmission, addressing and routing of digital data.



**Feedback Control System Prototype using PID** –A small propeller type elevator was designedusing PID type Feedback Control. This system controls the level of the propeller in which the Feedback system controls a smooth transition between levels.



**COLLEGE EDUCATIONAL BACKGROUND**

**BACHELORS OF SCIENCE IN ELECTRONICS AND COMMUNICATION ENGINEER First Asia Institute of Technology and Humanities** Darasa, Tanauan City, Batangas, Philippines June 16, 2010 – March 29, 2015 = (5 years)



**PROFESSIONAL QUALIFICATION**

**Electronics Technician Licensure Exam Board Passer**

October 2015



**PERSONAL DATA**

|  |  |  |
| --- | --- | --- |
| **NATIONALITY** | **:** | Filipino |
| **DATE OF BIRTH** | **:** | 20 July 1993 |
| **BIRTH PLACE** | **:** | Tanauan, Batangas Philippines |
| **SEX** | **:** | Female |
| **CIVIL STATUS** | **:** | Single |
| **RELIGION** | **:** | Roman Catholic |
| **LANGUAGES SPOKEN** | **:** | English and Filipino (Native Tongue) |
| **WEIGHT** | **:** | 52kgs |
| **HEIGHT** | **:** | 5’3” |

*Character reference available upon request.*

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