**CURRICULUM VITAE**

**SUSAN**

[**SUSAN.332082@2freemail.com**](mailto:SUSAN.332082@2freemail.com)

**TECHNICAL SUMMARY**



* 4 years experience in GCC as Document Controller, Administrative Assistant, HR Assistant, Secretary, Sales Coordinator and Receptionist
* Thoroughly knowledge in manufacturing, trading, contracting, logistics and forwarding business operations.
* 6 years of extensive administrative work as Office Staff.
* 6 years of extensive Supervisory work experience in the area of Quality as a Management Associate
* Understand and interpret technical documents such as product specification, technical manuals, drawings, engineering change instructions, development schedules
* Systems Analysis and implementation
* With sound experience in Sales as promoter of different products

**SKILLS/ABILITIES**



* Knowledgeable in Magic Software, Microsoft Office applications (excel, word and power point) and AutoCAD
* Can work under minimum supervision, self-motivated and hardworking
* Eager to learn, open mind to new ideas and approaches
* Efficient in working on any task at hand
* A team player with records of good performance of duties, notable interpersonal skills and capacity to relate to all levels of management.
* Knowledgeable in the following measuring machines: Coordinate Measuring Machine (CNC-BYD C544) EDX-720 (X-ray machine)

Profile Projector (PJ3000) and other measuring tools and equipments

**ACCOMPLISHMENTS**



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Awarded as one of the Very-Good in class for FY2010 Awarded as one of the Very-Good in class for FY2009 Awarded as one of the Very-Good in class for FY2005

Established requirements of Green Purchasing Guidelines in RAW Mat and Sub Mat suppliers.

Participates in the company’s Safety and Environmental Management System programs as EMS Section Coordinator

Participates in the company’s Quality Control Circle programs as QCC Section Coordinator Certified **Internal Quality Auditor(IQA)** for ISO/TS 16949

**WORK EXPERIENCE**



Oct 1, 2012- Nov 30, 2016 **(Contracting Company)**

Al Sadd, Doha, Qatar

*Document Controller cum Receptionist & Sales Coordinator*

* Fill up Pre-qualification Form and prepare Pre-qualification requirement from client and technical submittal by coordinating from sales team and technical section to the managers for reviews and approval.
* Attend management meeting and prepare minutes of the meeting.
* Arrange an appointment with the intent clients.
* Complete coordination with all clients as well as suppliers for the time sheets
* Prepare Local Purchase Order and Quotation
* Encoded accurate and complete monthly report of supplied employees time sheet
* Coordinate Recruitment process, Schedules applicants interview and maintain Recruitment records
* Provide clerical and administrative support to Human Resources executives and assist with employee relations
* Co-ordinate and follow up with HR /Finance Departments for employees passport release applications, work permit, visa, contract renewal; other related matters such as salary for new recruits, health-card, cash advances
* Ensure the completion of leave application and return to work form of staff scheduled for annual leave
* Maintain and update staff list, personnel files which includes leave plan; maintain passport log control.
* Maintain and controls the documents of all the Employees such as agreements, offer letters, Passport, Qatar ID Cards and Medical Cards
* Maintain and upsoft copy all the CV’s (in PDF Format) of workers along with their certificates
* Compile all the CV’s coming from the different agencies
* Maintain all the records of outstanding payments
* Assist and prepare monthly Invoice
* Assist in yearly audit on accounts payable and receivable
* Daily follow-up of Overdue Invoice of Clients and update of Clients Outstanding balance
* Daily organized and filed in timely manner of the following documents

(Cash Vouchers, Payment Vouchers, Journal Vouchers, Receive Vouchers, Projects(Contracts, Invoices, Advance Payment), Bank Related Documents, Document Transmittal, Bank Documents, Insurance and contracts)

* Telephone operator and use all the office facilities such (computer, fax, photocopy, etc...)
* Greet persons entering organization in a high level of proficiency
* Direct persons to correct destination
* Deals with queries from the public and customers
* Receive and sort mail and deliveries
* Schedule appointments
* Tidy and maintain the reception area
* Daily checking of vehicle traffic violation in MOI.
* Maintain the registration of incoming visitors on a daily basis
* Other tasks include scanning, photocopying and mailing
* Answer telephone, screen and direct calls
* Take and relay messages and provide information to callers
* Create purchase request of office supplies
* Maintain and manage calendar itineraries such as meeting / appointments
* Create travel arrangement including flight and hotel bookings of MD
* Assist the Manager in day to day functions

**Runway International Limited**

(International Freight Forwarder and Movers)

*Document Controller cum Receptionist & Sales Coordinator*

* Telephone operator and using all the office facilities such (computer, fax, photocopy, etc...)
* Take and relay messages and provide information to inquiries
* Assist and direct customer’s to correct destination
* Attended customer’s inquiries and concerns
* Drafting letters, memos, minutes of the meeting and request letters given instruction by the Administrator and/or manager and control transmitted documents.
* Act as a sales coordinator to the entire sales executive and to the reputed clients.
* Maintain records of all customers
* Prepare Export documents (by Sea, by Road and via Air)
* Prepare Invoice and Customer Feedback Form for customer’s relocation, export and import services
* Input/Calculate CBM of Packing list
* Prepare Value Packing list
* Consolidate weekly report of Business Development Officer
* Prepare monthly sales of Business Development Officer
* Obtain destination rate from the agents
* Obtain freight charges from the shipping line
* Complete coordination with the agent, shipping line, broker and customers’ with regards to shipment
* Performs other duties that may be assigned from time to time.

April 2013 – July 2013

**Sales Promoter**

**Doha, Qatar**

July 2013 *Ali bin Ali*

5:30pm-10:00pm Carrefour-Landmark Mall / Lulu Hypermarket / Al Meera

Sales Promoter

* Promoted different products

June 2013 *GlobalEx*

5:30pm-10:00pm Carrefour-Landmark Mall

Sales Promoter

* Demonstrate/Promoted Clean Tab (for Tank Drinking Water) and Pool Tab (for swimming pool)

May 30 – June 2013 *Almana & Partners*

5:30pm-10:00pm Geant Store-Hyatt Plaza

Sales Promoter

* Demonstrate/Promoted Jamie Oliver Products such as Home Cooker + 5in1 Cutting Tower, Food Processor, Blender, Hand Stab Blender, Steamer

May 2013 *Medical Corporation*

5:30pm-8:30pm Toy’s r Us & Centerpoint-Al Sadd

Sales Promoter

* Demonstrate/Promoted Dr. Brown’s feeding bottle

April 2013 *Almana & Partners*

5:30pm-10:00pm Lulu Hypermarket-Garaffa

Sales Promoter

* Demonstrate/Promoted Philips Air Fryer and Avance Juicer

July 1, 1997~May 15, 2012

Sept 3~30, 2012

**Bin Samikh Holding**

Al-Mana Business Center Al-Ameer St No.5

Al Soudan Al Sadd Area Doha, Qatar

***Office Secretary***

* Maintain the manager’s schedule and coordinate some of its events, such as conferences and meetings
* Prepares Quotation and accountancy jobs
* Handling internal and external correspondences
* Monitor stationary supplies and re-ordering when necessary
* Other tasks include scanning, photocopying and e-mailing
* Answering and directing phone calls
* Greeting visitors and clients in a friendly and professional manner
* Screens visitors or callers to have access to managers or refer them to another department within the organization

Sept 20, 22 & 23

**Al-Jaber and Partners W.L.L (Internship)**

P.O. Box 23007

Doha, Qatar

***Assistant HR Officer***

* Responsible in updating the status of the List of Candidates
* Responsible to follow-up the Candidates that has no response
* Maintain filing system of Candidates confidential documents
* Composes or transcribes internal memos and candidate contract
* Print-out a copy of the CV received from emails
* Prepares a copy of the Candidates documents needed to process their Visa’s
* Performs other duties that may be assigned from time to time.

**FUJITSU TEN CORPORATION of the PHILIPPINES** Laguna Techno Park, Don Jose, Sta. Rosa, Laguna *Global Procurement Department*

*Planning Team (Supplier Development)* **–** *Office Staff*

* Monitor and collect updated supplier’s third-party certification.
* Collect Quality, Cost and Delivery (QCD) monthly reports to concern sections.
* Consolidate suppliers’ monthly QCD performance report.
* Print, scanned and notify signed suppliers’ monthly QCD performance report.
* Collect suppliers’ acceptance on monthly QCD performance report and issued action plan report for supplier’s who did not meet their target.
* Conducts on-site validation to potential suppliers using Supplier Qualification Check sheet.
* Conducts QMS Audit to potential supplier’s base on ISO9001 requirements.
* Conducts Quality Management System (QMS) and Environmental Management System (EMS) Survey for raw material and sub material manufacturing suppliers every Fiscal year by means of QMS and EMS Survey Check sheet.
* Conducts on-site validation to strategic manufacturing suppliers’ base on QMS and EMS Survey result.
* Conducts QMS Audit base on ISO 9001 and ISO/TS 16949 standard to suppliers with manufacturing sites in the Philippines and prepare assessment report with the recommendation as qualified, conditional or not qualified supplier.
* Summarize and assess suppliers’ preceding QCD performance and expectation for the upcoming Fiscal Year.
* Conducts on-site validation of short term and long term supplier expectation activities.
* Support preparation of Suppliers General Assembly held every semester.
* Recommends modifications to existing, or suggests new, standards, methods and procedures.
* Performs other duties that may be assigned from time to time. *Parts Development Team* **–** *Production Engineer*
* Responsible for raw material development such as PCB, Cord, Packaging and Manual.
* Coordinates technical/ engineering activities with internal customers and suppliers.
* Ensure on-time development and availability of parts base on production schedule.
* Develop and strengthen supplier’s Initial Part Quality Management (IPQM) activities.
* Qualify supplier’s process by conducting on site validation. *Parts Development Team* ***-*** *Management Associate*
* Follow up and verify JAMA/SOC documents submitted by suppliers.
* Monitor and update Temporary Instruction Request (TI).
* Responsible for raw material development of Air bag model.
* Prepares weekly and monthly reports to monitor productivity performance of assigned group.
* Carries out quality and productivity improvements in the area of responsibility.
* Directs schedules and oversees the work of a team of operators to ensure strict implementation of quality and productivity standards as well as timely, efficient and safe operation of the business support/production unit.
* Trains and coaches subordinate; delegates tasks to them and ensures that their duties are performed effectively.
* Checks the compliance of business support or production unit to standard operating procedures and makes appropriate action in case of non-compliance.
* Develops group quality and productivity improvements in area of responsibility.
* Handles all processes (production/business support) in the absence of assigned operator.
* Acts as counselor to subordinates for personal or work-related problems.
* Evaluates personnel work performance.
* Conducts meeting with subordinates and discuss problems and issues.
* Conducts Material Analysis of Car Stereo component parts using EDX 720 X-ray machine base on Substance of Concern (SOC) directive.

*Parts Development Team* ***-***Inspector/*Operator*

* Processes PEZA document of parts for send back to supplier.
* Organize and manage technical drawings.
* Performs more complex and highly skilled manual tasks in assigned production processes.
* Follows work instructions and production rules vital to the assigned production process.
* Participates in the implementation of company efficiency and productivity programs.
* Acts in behalf of and carries out all responsibilities of the Management Associate, in his/her absence.
* Attend supplier’s quality concerns
* Evaluate parts using different equipment such as Coordinate Measuring Machine (CMM-BH305), Profile Projector (PJ3000), Caliper, Metal Ruler, Meter stick, Thread Gauge, Pin Gauge, Height Gauge, Thickness Gauge, Taper Gauge and Torque meter
* Performs other duties that may be assigned from time to time.

April 11,1994 ~ March 31,1997 **Phil IRIS Co. Inc.**

Light Industry and Science Park of the Phil., Cabuyao, Laguna *Quality Control Section*

*Quality Control- Inspector*

* Performs Inspection of gold plated buttons and goggles.
* Performs cutting of buttons and goggles in injection section.

**SEMINARS / TRAINING ATTENDED**



January 16-17, 2012

INTERNAL QUALITY AUDIT TRAINING (ISO/TS 16949)

Fujitsu Ten Corp of the Philippines

February 1-4, 2011 September 9, 2010 September 1, 2011 July 23, 2010 March 25-26, 2009 March 24, 2009 Nov. 04, 2008 Jan. 21, 2008 March 22, 2007 Dec.18-22, 2006 May 5, 2005 Dec. 11, 2001 Aug. 18, 2000 June 17, 1999 April 12, 1999 Feb. 26, 1998 Aug.23, 1997

QASS Headed by the training group

LEADERSHIP DEVELOPMENT PROGRAM, PROBLEM SOLVING and

DECISION MAKING & COACHING and MENTORING PROGRAM

Fujitsu Ten Corp. of the Philippines

Talkshop 3rd party

COUNSELING WORKSHOP and SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

ESD AWARENESS SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

OHSAS 18001:2007 AWARENESS PROGRAM

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

FUJITSU TEN PRODUCTION SYSTEM (FTPS) SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

INCO TERMS, LOGISTICS and SUPPLY CHAIN MANAGEMENT and PEZA

DOCUMENTARY REQUIREMENTS AWARENESS

Fujitsu Ten Corp. of the Philippines

LCD Headed by the training group

X-RAY MACHINE OPERATION (Model: EDX-720)

Fujitsu Ten Corporation of the Philippines

SHIMADZU 3rd Party

WORK AND LIFE BALANCE SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

SALVAGE OPERATION SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

COORDINATE MEASURING MACHINE (Model: BEYOND CRYSTA C544)

Fujitsu Ten Corp. of the Philippines

MESCO Inc. 3rd party

ISO/TS16949 AWARENESS

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

PROFILE PROJECTOR and MICROPAK 9 SOFTWARE

Fujitsu Ten Corp. of the Philippines

MESCO Inc. 3rd Party

QUALITY CONTROL CIRCLE LEADERS SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

QS 9000 APPRECIATION

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

SAFETY SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

ISO 14001 AWARENESS SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

ISO 9002 AWARENESS SEMINAR

Fujitsu Ten Corp. of the Philippines

HRD Headed by the training group

**CURRICULUM VITAE**

**SHORT COURSE CERTIFICATE**



**Basic AutoCAD** MFI Technological Institute

(60 Hours) Calamba City, Laguna

January – March 2009

**EDUCATIONAL ATTAINMENT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Vocational** | | Associate in Computer Science (under graduate) |
|  |  |  | Colegio de San Pedro |
|  |  |  | San Pedro, Laguna |
|  |  |  | FY1994-1995 |
|  | **Secondary** | | Santa Rosa Educational Institution |
|  |  |  | Santa Rosa City, Laguna |
|  |  |  | FY1992-1993 |
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|  | **PERSONAL DATA** |  |  |
|  |  | |  |
|  |  | |  |
|  | **Date of Birth**: | | November 2, 1975 |
|  | **Marital Status**: | | Married |
|  | **Height**: | | 5 feet 2 inches |
|  | **Weight:** | | 120 lbs. |
|  | **Nationality:** | | Filipino |
|  | **Religion:** | | Roman Catholic |

I hereby attest that all the above information is true to the best of my knowledge.