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**ERICKSON**

**ERICKSON.344780@2freemail.com**

**WORK EXPERIENCE:**

**Secretary (Accounts Dept.)**  August 7, 2016 to December 7, 2016

Hamdan Transport Est. & Gen. Contracting

P.O. Box: 3302, Um Al Qewen – UAE

* Issuance of transport allowance per trip for drivers and toll fees.
* Providing accurate payment record for daily trips.
* Efficient filing and maintaining registers for the same.
* Prepares monthly expense report for Alloted amount for trips.
* Update immediate superior regarding daily records and reports for trips.
* Coordinate with Transport Supervisor for daily trips problems.
* Prepares monthly Transport Invoices to Client.
* Prepares Daily and Monthly Report for Transport Dept.
* Performs other task as maybe assigned.

**Technical Clerk**  January 23, 2016 up to July 29, 2016

Fujairah National Construction & Transport Co.

P.O. Box: 801 Fujairah, UAE

* Arranging and Safe keeping Updated Files, Documents and Reports/Records in Admin Office Civil Division and Planning Department.
* Efficient filing and maintaining registers for the same.
* Prepares and Distribute Documents copy as per department requirement.
* Operate office equipment such as photo copier, fax machine, printer/ scanner, book binding etc.
* Uploading of Documents in **SAP Software System**.
* Composing office letters/emails as per Department Head request.
* Answering and Transferring incoming calls.
* Preparation of Company Pre-Qualifications.
* Co-ordinate and report to the Planning Manager and Senior Management for document related issues.
* Preparing Job Orders.
* Preparing Technical Offer Letter for new Tenders from Planning Department.
* Make arrangement for couriers for documents for collection to client/ Sub-con.
* Performs other task as maybe assigned.

**Production In-charge Assistant** May 2012 up to December 2015

Kingdom Paints Factory.Co.

P.O. Box: 3180 KhamisMushayt, KSA

* Prepares production daily job order by providing print outs of product formula using **Oracle Software System** with the approval of laboratory QC before mass production.
* Provides report to CEO, General Manager and Production manager by collecting, analyzing and summarizing operational data and trends (Daily Pending Order Report, Daily, Weekly, Monthly and Annual Production report).
* Maintains **ISO** documents & records by defining retention, retrieval, safe keeping and disposal of records (**Production** and **Maintenance Dept.**).
* Updates records by providing soft copy/backup of Oracle data entry and daily production filling report for inventory purposes.
* Generate and gather records from production, store requisition, recycled product and tinting process as per costing department requirement.
* Responsible in updating oracle data entry to ensure right costing of all produced product for every raw material quantity adjustment during ongoing production.
* Maintain the cleanliness of the production office.

**Sales Promotion/Marketing cum Layout Artist** October 2007 up to March 2012

LYNS Advertising (Family Business)

Sto. Nino, Gapan, Nueva Ecija

* Established a Signage/Printing business by conducting a market research to meet the customer needs for the above mention services within the area.
* Maintain a good relationship between our clients and customers by promoting the latest and additional services offered by our company.
* Conduct periodical follow-up to the previous client to ensure customers satisfaction and loyalty.
* Coordinates with the client with regards to their desired Layout and Design as per customer and client requirements.
* Was able to introduce this new Advertising Company as one of the Official contractor of outdoor signage for LBC branches in Western Visayas and North/East Luzon.

**Quality Control Supervisor**  April 18, 2008 to October 10, 2008

PL Engineering Phils Inc.

Phase 2, CEPZ Rosario, Cavite

* Review all QC Dept. existing Documents, Quality manual, Procedures, Process and Organizational Chart for continuous improvement of the department.
* Attend Monthly Suppliers meeting with Major Customers.
* Initiate improvement plan with Department Supervisor and disseminate suggestions and ideas concerning quality improvement.
* Oversee the Quality Issues within the department.
* Prepare Monthly Quality Status Report to Company General Manager.

**Production Quality Control Line Leader** January 2005 to September 2006

**Customer In-charge**  June 2004 to December 2004

**In-process/ Outgoing QC** May 2002 to June 2004

Shing Hung Plastics Co. Inc.

Sto. Tomas, Batangas

* Oversee the schedule &activities of my team (composed of 20 inspectors).
* Check the report generated by the department.
* Identifies records and initiates actions to prevent occurrence of non-conformities relating to product, quality and process.
* Responsible for the awareness for internal and external rejection encountered.
* Performs other task as maybe assigned.

**OTHER RESPONSIBILITIES HELD:**

**Quality Assurance Inspector**

SCAD Pte., Ltd. March 2001 to August 2001

Phase 4, CEPZ Rosario, Cavite

ASTEC Electronics Co. Inc. May 2000 to October 2000

Phase 3, CEPZ Rosario, Cavite

**Artist** December 2006 to September 2007

Tuldok Artworks and Signs

Bolabog, Boracay Island, Malay, Aklan

**TRAINING & SEMINARS ATTENDED:**

 Shing Hung Plastics Co., Inc. ISO 1400-14001/ ISO 9000-9001

 FPIP Sto. Tomas, Batangas December 15-21, 2005

 SCAD Pte., Ltd. ISO 1400-14001/ ISO 9000-9001

Phase 4, CEPZ Rosario, Cavite April 2001

**KNOWLEDGE & SKILLS:**

 Windows application MS Office Word/Excel/Power point/Publisher, Corel Draw cs5, Basic PC Troubleshoot, Software/ Hardware Installation, Interpret Technical Drawing, Instrumentation Application Dimensional-using Digital/ Vernier Caliper, Profile Projector, Height Gauge, Micrometer, knowledgeable in Drawing, Drafting Design, Silkscreen Printing, Signboards, Streamers and Panaflex signage making, Operate cutter/plotter machine, Welding.

**EDUCATIONAL ATTAINMENT:**

College:

 ICC COMPUTER COLLEGE (IT)Computer Technician

Pamplona, Las Pinas 1998-2000

Vocational:

 E.A.R.N. Las Pinas Computer Technology

 Pamplona, Las Pinas 1996-1997

*References are available upon request.*