**JOANNA**

E-mail: [Joanna.380164@2freemail.com](mailto: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