

PERSONAL INFORMATION



Lea Malana Lendio

📍 B10 L16, Brgy. Mayapa, Calamba City Laguna
☎ 09350528517
✉ lealendio03@gmail.com

Date of Birth : 01/03/1993
Marital Status : Single
Nationality : Filipino
Known Languages : Tagalog & English

CAREER OBJECTIVE

To work in an environment wherein there are opportunities for me to grow personally and professionally at the same time; and in which will allow me to maximize my knowledge and skills acquired from past working experiences.

EXPERIENCE

Baek Geum Philippines Corp

July 17, 2019 - Present

Purchasing staff

Responsible for ordering production packaging materials
Expedite delivery of materials based on production schedule to avoid line stop
On time delivery to prevent excessive stocks in Warehouse
Correct input of delivered materials in ERP system
Receive and Invoice all incoming deliveries in ERP system
Coordinate with the engineering team to support new product development
Communicating with suppliers with regards to orders, delivery and other transactions made

Furukawa Electric Autoparts Philippines

January 2015 - June 2016

Production Operator

Machine operator

Support line and make sure enough supply of dummy

Flexible and supports other line

SMT Philippines

December 2012 - June 2014

Production Operator

Loading and unloading jig with USB in a laser machine

Inspect laser marking based on programmed marking

Support other line process

EDUCATION

Southern Luzon State University

Business Administration

Paaralang Sekundarya ng Lucban

2010 - 2019

Highschool

Paaralang Elementarya ng Piis

2006 - 2010

Elementary

2000 - 2006

TECHNICAL SKILLS

Proficient with ERP System - Use for receiving deliveries; creating orders; invoicing; checking available stocks and simulating lacking materials
Use of MS Excel, Word and PowerPoint

ON THE JOB TRAINING

Personal Collection - Lucban Quezon branch Marketing Assistant

PERSONAL STRENGTHS

Strong presence of mind
Ability to adapt quickly
Flexible and always willing to learn

REFERENCE

Emmanuel Gevana - "Baek Geum Philippines Corp "

Manager
09307605132

Meris Ponce - "Baek Geum Philippines Corp "

Assistant Supervisor
09551445668

**PROFESSIONAL
EXAMINATION PASSED**

Civil Service Exam Passer (Professional Level)



LEA MALANA LENDIO