Leony Lina Manalo

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Career Objective

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills.

Work Experiences

Lulu Group International – HR Assistant – March 16, 2017 up to present

- Maintain employees' information using SAP System and databases.
- Assisting with day to day operations of the HR functions and duties.
- Performing file audits to ensure that all required employee documentation are collected and maintained.
- Preparing and updating employment records related to hiring, transfering, promoting and terminating.
- Processing all personnel action forms and ensuring proper approval.
- Coordinate to the PRO regarding the visa, QID renewal and cancellation and Passport Updation.

Qad Builders – Purchasing Staff – February 16, 2016 – February 28, 2017

- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Interact with the suppliers on a day to day basis.
- Review deliveries against the orders.
- Track the status of any orders.
- Produce and maintain all reports.

Nippo Metal Tech Phils - QC Staff - November 24, 2014 – December 21, 2015

- Discuss inspection results with those responsible for products, and recommend necessary corrective actions.
- Discard or reject products, materials, and equipment not meeting specifications.

- Inspect, test, and sample materials or assembled parts or products for defects and deviations from specifications.
- Observe and monitor production operations and equipment to ensure conformance to specifications and make or order necessary process or assembly adjustments.

Matex Planetary Drive International Inc. - QA Staff - May 20, 2014 – October 20, 2014

- Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- Generate the various document control reports as required.
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- Maintain updated records of all approved documents and drawings and their distribution clearly.

Education

BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Kolehiyo ng Lungsod ng Lipa
Marawoy – Dagatan, Lipa City Batangas
2010-2014

Skills and Qualification

SKILL SETS

- Ability to deal with people diplomatically
- Quick learner
- Highly motivated and eager to learn new things
- Ability to produce best result in pressure situation
- Good communication skills in both written and verbal
- Ability to work as individual as well as in group

References

[Available upon request.]

Attesting that all the above-written information is true to the best of my knowledge and belief.

LEONY LINA C.MANALO
Applicant