

Ruvielyn Luis

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SUMMARY

Seeking a job position in which I can put my year of experience, skills and knowledge and to develop my career, utilize my skills, opportunities advancement and to contribute to the success and growthness of the company.

SKILLS

Proficient in MS-Office Work	Ability to work in a fast paced-environment	Team Leadership
Good in Communication Skills	Highly motivated, Versatile, Energetic	Ready to work in any various area
Hardworking, Patient and Open-Minded Person	Attention to details	Follow Standard Protocol
	Excellent in Customer Service Skills	Health and Safety Compliance

PROFESSIONAL EXPERIENCE

PLATINUM OPTICS TECHNOLOGY INC.

Oct. 2018 - July 2023

Factory Worker/Machine Operator

TAIWAN

Duties and Responsibilities

- Performed assigned duty adhering to safety standards
- Cleaning and maintaining equipment in excellent working condition.
- Measuring and testing the quality of the products as specified by the supervisor.
- Loading/Unloading raw materials on the materials.
- Organize product defects, record, and report issues.
- Verify dimensions of products for accuracy and conformance to specifications using precision measuring instruments.
- Complete and maintain inspection reports.
- Verify and accept the rejected units, sealing, and laser marking.
- Monitoring and testing product quality.
- Using microscope for quality inspections, and other devices for checking.
- Monitoring and reporting malfunction defects.
- Complete orders regularly, exceeding company productivity targets
- Inspect and check order labels and stickers.
- Maintaining a clean environment.
- Health and Safety Compliance

First Standard Finance Corporation

Feb. 2016-Sept. 2018

Office Cashier/Teller

PHILIPPINES

Duties and Responsibilities

- Balancing of cash and cheques with Daily Cashier Reports and Petty Cash Funds.
- Receipting cash payments, cheques, and direct bank deposits received.
- Respond to telephone, in-person or electronic inquiries or forward them to the appropriate person.
- Prepare correspondence, reports, statements, forms, presentations, applications, and other documents.
- Process incoming and outgoing mail.
- May sort, process and verify receipts, expenditures, forms, and other documents
- Perform basic tasks such as preparing invoices and bank deposits.
- Scan, sort, and file documents according to established guidelines.
- Locate, retrieve, or make copies of documents from files as requested and maintain records of files
- Track documents removed from files to ensure that loan-out documents are returned.
- Handled banking and other bills payment.

Ilocandia Food Corp. Max's Restaurant

Feb. 2012- Feb.2016

Restaurant Cashier/Customer Service Assistant

PHILIPPINES

Duties and Responsibilities

- Greet the customers, and lead them to the designated tables.
- Present the menus, take orders, and make suggestive selling
- Establish or identify the price of goods, and services, tabulate the total payment required using an electronic or other cash register, optical price scanner, or other.
- Receive and process payments by cash, cheque, and credit card.
- Provide information to guests/customers.
- Wrap or place merchandise in bags.
- Stock shelves and clean the check-out counter area.
- Balancing of cash and cheques on Daily Cash Reports and Petty Cash Funds.

EDUCATION

Divine Word College of Laoag

Laoag City, Phillipines

Bachelor of Science in Information Management

June 2005-March 2009

TRAININGS/SEMINARS

Trainings (2007): PC Operation NC II TESDA – Laoag City

Seminars (2008): Philippine Youth Congress in IT University of the Philippines (UP Diliman)

Seminars (2008): Computer Literacy Program Divine Word College of Laoag, Laoag City, Philippines

Trainings (2008): On- the Job Training Bureau of Internal Revenue Office, Laoag City, Philippines

Training (2012): Smart Cashier Training PLDT Dagupan City, Philippines

I hereby certify that all the data above is true and correct.

Ruvielyn Luis
