



# MAJEIR JOY ABUNDABAR ASIS

Blk 1 Lot 54 Unit C Australia St.  
South Susana Homes, Molino II, Bacoor City, Cavite  
*Email Address:* majeirjoyasis@yahoo.com  
*Contact No.:* 0992-539-1712

## PERSONAL DATA

**Age** : 34 years old  
**Date of Birth** : March 19, 1990  
**Gender** : Female  
**Civil Status** : Single  
**Religion** : Roman Catholic  
**Languages** : English & Filipino  
**Nationality** : Filipino

## EDUCATIONAL ATTAINMENT

### TERTIARY

#### **Bachelor of Science in Electronics and Communication Engineering**

Bicol State College of Applied Sciences and Technology (formerly CSPC/BCAT)  
*Peñafrancia Ave. Naga City*  
2006 ~ 2011

### SECONDARY

#### **Partido State University Laboratory High School**

*San Juan Bautista St.,  
Goa, Camarines Sur*  
2002 ~ 2006

### PRIMARY

#### **Goa Central School**

*San Juan Bautista St.,  
Goa, Camarines Sur*  
1996 ~ 2002

## ON THE JOB TRAINING

#### **CAMARINES SUR ELECTRIC COOPERATIVE, INC. II (CASURECO II)**

*Del Rosario, Naga City, Cam. Sur*  
April ~ May 2009

#### **99.1 LOVE RADIO (NAGA STATION)**

*Phoenician Building, Panganiban Drive, Naga City, Cam. Sur*  
March ~ May 2008

## CAREER OBJECTIVE

To be part of a continuously improving company / institution that will further enhance my knowledge, skills and offer opportunities for personal and professional growth.

## CORE COMPETENCIES

- Possess experience as Quality Control Engineer in manufacturing industry.
- Possess good verbal and written communication skills.
- Literate in various computer applications: ( *MS Word, MS PowerPoint, MS Excel, Photoshop and Web Surfing, etc.*)
- Goal oriented and ability to work under pressure.
- Possess good leadership and management skills.
- Ability to handle multiple tasks and can work with minimal supervision.
- Fast learner, versatile and willing to learn new things.
- Certified Internal Auditor

## WORK EXPERIENCES

### **Techno Planet**

Unit 5 T De Castro Bldg. Aguinaldo Hiway, Palico 1, Imus City, Cavite  
**Position: Office Staff (Purchasing)**  
**May 12, 2022 ~ present**

#### ***Duties and Responsibilities:***

- Coordinate with the Sales staff or OIC per store location regarding their request
- Monitor and check Daily Sales Report from gathered data
- Monitor Samsung original accounts distribution and sales
- Conduct inventory audit on regular basis or as per required
- Responsible in checking stocks prior packing/boxing
- Responsible in encoding and checking products before packaging / boxing as per staff request prior delivery
- Carries out any other duties as requested by the immediate superior and as required by the position

**IM Digital Phil Inc**

Lot 21-A Phase 1A First Philippine Industrial Park, Brgy Sta. Anastacia Sto. Tomas, Batangas

**Position: QA/QC Staff/Engineer (OQC and Customer)**

**March 1, 2016 ~ September 2, 2019**

***Duties and Responsibilities:***

- Coordinate with the department heads, customer and supplier regarding the Quality Issue
- Gather all relevant data concerning the problem and report to concerned units for immediate corrective action
- Generation of One point lesson and Work Instruction. Review and update quality control specification to ensure they are aligned with process specification
- Conducts verification of improvement and corrective & preventive action are strictly implemented.
- Accomplish Weekly Q.M.P. Report to be sent to top management including customers
- Generate and submit daily, weekly and monthly reports as required by the position
- Conduct line audit on regular basis or as per required (Pre - Customer Audit, Line Qualification, New Product Qualification, Internal Line Audit)
- Responsible in checking WH stocks and follow F.I.F.O. prior boxing
- Responsible in checking products and label before packaging / boxing as per customer request prior delivery
- Monitors 4M and ECN and coordinate with Customer before Mass Production
- Carries out any other duties as requested by the immediate superior and as required by the position

**NANOS TECH Electronics**

Carmelray Industrial Park II, Brgy. Punta, Calamba City

**Position: Quality Engineer**

**October 12, 2015 ~ February 29, 2016 (*Transferred to IM*)**

***Duties and Responsibilities:***

- Coordinate with the department heads, customer and supplier regarding the Quality Issue
- Defect Verification and Analysis
- Identifies, analyzes and resolves problems and issues related to quality assurance and control
- Review and update quality control specification to ensure they are aligned with process specification
- Conducts reviews on existing process controls and suggests improvements
- Gather all relevant data concerning the problem and report to concerned units for immediate corrective action
- Generation of One point lesson and Work Instruction
- Generate and submit daily, weekly and monthly reports as required by the position
- Carries out any other duties as requested by the immediate superior and as required by the position

**OPTIS Philippines Inc.**

Blk 3 Gateway Business Park, Brgy. Javalera, General Trias Cavite

**Position: Joint Quality Engineer (Customer Quality Engineer)**

**Engineer 1, Sub-leader**

**November 26, 2012 ~ August 26, 2014**

***Duties and Responsibilities:***

- Accomplish Weekly Q.M.P. Report to be sent to top management including customers
- Formulate Close Loop Corrective Action in case of product abnormality in customer
- Conduct line audit on regular basis or as per required (Pre - Customer Audit, Line Qualification Audit, Internal Line Audit)
- Interact with customers to assist issues and or whenever they have special requests
- Coordinate with company's V.M.O. in case of abnormalities or during the making of Q.M.P.
- Assist and guide other sections, like Production, Engineering or Equipment in assuring quality in the process as per required by the customers.
- Documentation and keeping of records like Weekly Q.M.P. Reports, and C.L.C.A. Reports

**Position: QA Engineer (XRF and Reliability)**

**October 11, 2012 ~ November 26, 2014 (transfer to JQE)**

***Duties and Responsibilities:***

- Responsible in managing and conducting XRF for preventing of hazardous substance with the planned scheduled as per proposed by the management.
- Conduct reliability test weekly, monthly and special for quality checking of product.
- Interact with other department if any abnormalities encountered during test in XRF and Reliability.

**SEMINARS AND TRAININGS**

**7 QC Tools**

February 16, 2013  
OPTIS Philippines Inc.

**8D Global**

February 18, 2013  
OPTIS Philippines Inc.

**ISO 9001:2008 & ISO 14001:2004 Awareness Seminar**

February 28, 2013  
OPTIS Philippines Inc.

**IMS Internal Audit Training**

February 17 ~ 19, 2014  
OPTIS Philippines Inc.

**Pioneering Spirit Program (Canaan)**

June 26 ~ 28, 2017  
IM Digital Phil. Inc.

**Chemical Safety**

July 13, 2017  
IM Digital Phil. Inc.

**Hazardous Identification, Risk Assessment and Determining Control & Aspect/Impact**

July 7, 2017  
IM Digital Phil. Inc.

**Drug Preventive Seminar**

April 19, 2018  
IM Digital Phil. Inc.

**ISO Awareness**

May 9, 2018  
IM Digital Phil. Inc.

**ISO 9001:2015 QMS**

**ISO14001:2015 EMS/ISO45001:2018 OH&S Integrated Management Systems Awareness Seminar**

May 9, 2018  
IM Digital Phil. Inc.

**ISO 19011:2011**

**Internal/External Auditing Course (Guidelines for Auditing Management Systems)**

May 22 ~ 23, 2018  
IM Digital Phil. Inc.

**Environmental, Health & Safety Legal Requirements Basic Awareness**

June 25, 2018  
IM Digital Phil. Inc.

**ISO Communication and Participation Awareness**

July 10, 2018  
IM Digital Phil. Inc.

**Work Attitude and Values Enhancement Program**

July 13, 2018  
IM Digital Phil. Inc.

**Communications Development Program**

July 13, 2018  
IM Digital Phil. Inc.

## CHARACTER REFERENCE

**Engr. Angelito Gamboa**

QC Local Manager  
OPTIS Philippines Inc.  
0977-088-3844

**Mrs. April Rose Anggay**

QA/QC CM Local Manager  
IM Digital Inc.  
0949-110-9624

**Mr. Arnold Trambulo**

Supervisor (Purchasing & Warehouse)  
NANOS TECH Electronics / IM Digital Inc.  
0925-705-0103 / 0917-506-5125

**Ms. Mary Bianca Pendon**

Supervisor  
Techno Planet  
0939-828-7510

I hereby certify that the above information are all true and correct to the best of my knowledge and ability.



**MAJEIR JOY A. ASIS**  
Applicant