

FAIZA TOLEDO
Cambanay, Danao City
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faizatoledo123@gmail.com



OBJECTIVE

To continue my professional career and put my interpersonal skills to use for a firm in a variety of situations that may arise. I offer my service and determination to be an asset to your company

PROFESSIONAL EXPERIENCE

MinibeaMitsumi

October 2022-December 2023

PROCESS ENGINEER

Responsibilities

- Review the processes, identifying areas requiring improvement
- Provided technical assistance to production team when issues arose
- Develop conceptual scope analysis of project objectives
- Improve Yield by reducing scrap

Carmen Memorial Park

January-October 2021

Sales Admin

Responsibilities

- Contacting customer by phone or email and answer their queries
- Checking the accuracy of selling lots in the inventory
- Receiving and processing purchase applications and verifying purchaser including customers' personal information and payment details.
- Issuing sales transaction invoices

EDUCATIONAL BACKGROUND

Tertiary: Cebu Technological University
Bachelor of Science and Industrial Engineering
2021-2022

Secondary: Colegio de San Antonio de Padua
Guinsay, Danao City
2017-2018

SEMINARS ATTENDED

Reserve Officer Training Corp (ROTC)
(CTU-Danao Campus 2018-2019)
Skill Soldering (MinibeaMitsumi 2022)
Safety (MinibeaMitsumi 2023)
7QC Tools (MinibeaMitsumi 2023)
Basic Drawing (MinibeaMitsumi 2023)

SKILLS AND QUALIFICATIONS

- A quick learner with good Analytical Skill
- Dependable and hardworking that demonstrates flexibility and persistence
- Computer literate; Excel; Power Point; WPS; Publication;
- Good in English Communication

REFERENCE

Reizel Mae Matugas

M Lhuillier TG Project Corrdinator
0939-147-7323

Christine Tomabiao

MinibeaMitsumi Teamlead
0912-708-9249