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JANE PATRICE HERNANDEZ

OBJECTIVES

To obtain a position in a Clerical or Office related field where I can utilize my skills and education to contribute to company's operations.

CERTIFICATIONS:

Logistics Management/Supply Chain Logistics

Filipino Institute – Dubai, U.A.E.
October 2019 – December 2019

Computer Systems Servicing

Certificate of Competency 4 (Maintain and Repair
Computer Systems and Networks).

EDUCATIONAL BACKGROUND

Tertiary: Asia Technological School of Science and Arts

Golden City, Brgy. Dila, Santa Rosa, Laguna

Course: Bachelor of Science in Information Technology

June 2012 – April 2016

WORK EXPERIENCE:

Company: **Tokai Rika Philippines, Inc. (TRP)**

Position: **Logistic Assistant- Production Control**

Due time: **April 13, 2023 – July 27, 2024**

Job Description: **Production Control-Planning**

- Plan and create weekly production plans for In-house parts, aligning with the customer's order.
- Oversee and coordinate Parts Production supply to Assembly.
- Monitor the Inventory and status of component parts.
- Issue prompt solution for any escalation related to parts production supply.
- Oversee and coordinate Assembly to Finish Goods Control for deliveries.

Company: **GANT / Liwa Trading Enterprises LLC Dubai, UAE**

Position: **Sales Assistant**

Due time: **February 04, 2020 – February 14, 2023**

Job Description: **Sales Assistant/Customer Service**

- Receiving of products deliveries and ensure preparation for standard display.
- Serves Customers with the highest standards and follow company guidelines of selling.
- Handle the POS (Point of Sale)/ Billing counter efficiently.
- Tally money in the cash till during the beginning/end of the shift.
- Process payment, issue receipt, refunds, exchange to the customer correctly based in the policy.
- Achieve daily/monthly sales target individually or by team.

Company: **Fujitsu Die Tech of the Philippines**

Position: **Warehouse Assistant**

Due time: **September 12, 2016 – September 15, 2019**

Job Description: **Warehouse Inventory Controller / Warehouse Receiving In-charge/ Data Encoder**

- Monitoring inventory levels on a daily/ monthly basis to detect any discrepancies.
- Issue prompt solutions for any escalation relating to inventory discrepancy based on the company SOP.
- Assist the receiving of parts from the Inspection/ Quality control Department.
- Input the received parts to the GITOS (ERP) after the actual location.
- Maintain, organize and minimize location area for improvements.
- Ensure timely and efficient handling of urgent tickets to maintain high standards of customer service.

TRAINING / SEMINARS ATTENDED

- **On-the-Job Training**

Position: **Data Encoder**

Company: PhilPost Santa Rosa

Address: Municipal Bldg, Sta. Rosa, Laguna

- **On-the-Job Training**

Position: **Assistant Computer Technician**

Company: PC Planet Computer

Address: Balibago, Santa Rosa, Laguna

Skills:

- Customer Service
- Experience in Warehouse Management System
- Experience in Sales/ Cash handling
- Experience in Production Control Planning
- Microsoft Office
- Basic knowledge in Adobe Photoshop and Illustrator.
- Basic knowledge in Computer Troubleshooting
- Experience with CRM or POS Software

REFERENCES:

Ms. Mary Coleen A. Quinere
PC Supervisor, TRP Inc.

Ms. Rodeliza G. Hombrebueno
Store Manager, GANT

Ms. Josiell Ann D. Entredicho
Section Leader, FDTP

I hereby certify that all the information stated above are true as far as my knowledge is concerned.

JANE PATRICE HERNANDEZ
(Applicant's Signature)