

PATRICK A. GARCIA

Al Mankhool, Dubai, UAE

+971-56-899-3916

patrickgarcia161994@gmail.com



OBJECTIVE

To obtain a position that will enable myself to maximize my full potential, practice my skills, share my knowledge and give me exposure to the challenges and opportunities offered by the industry, as well as to know more and understand fully my strengths, come across ways on improving my weaknesses and most of all give the full benefit that I could provide for the success of all.

SKILLS AND COMPETENCIES

- Quality management systems
- Test planning and execution
- Quality documentation and compliance
- Training and mentoring
- Product design review
- Testing tools and methodologies
- Continuous Improvement
- Risk assessment and mitigation
- Capable of performing computer applications such as MS Word, Excel and PowerPoint.
- Thorough and keen attention to details
- Success-driven and upholds integrity, quality and high standards in the working environment.
- Well attuned to social interactions and work well with others
- Comprehend time management and devotion towards work.

WORK EXPERIENCES

ACCOUNTING/ADMINISTRATIVE ASSISTANT

Zenersol Innovative Energy and Water Solutions

607 Arencos Office, Dubai Investment Park, Dubai UAE

April to October 2024

- Answering inquiries and/or concerns through email and telephone call to maintain good Customer relations.
- Assisting and guiding new clients (tenants) for the Tenancy Contract application and company solutions services processing.
- Keeping track and maintaining customer profiles.
- Monthly onsite checking of the actual meter on each unit of the building without automated system yet for billing/invoicing purposes.
- Preparing and sending invoices to the clients.
- Communicating and following up clients with the unpaid bills that are due for their payment.
- Checking the Bank Statement to see if the client's payment has been received and reflected in the account reference to the proof of payment they have provided.
- Preparing and sending receipt vouchers to clients once their payment is confirmed as received and reflected in the bank account.
- Preparing monthly report for management use (Billing Report, Collection report)

QUALITY ASSURANCE INSPECTOR PERSONNEL

IRSIS Corporation

8th Floor, Philcox Bldg., 172 Salcedo St., Makati City, Philippines

2016-2024

- Preparing necessary work documents for inspection.
- Attending and taking part in the onsite inspection.
- Assisting in the testing and commissioning onsite.

- Participating in product design reviews to provide input on functional requirements, product designs, schedules, or potential problems.
- Developing and implementing quality assurance standard and guidelines
- Supervising, training and mentoring other team members on quality assurance processes.
- Ensuring raw materials and finished products meet all designated quality specifications.
- Reviewing products and materials during manufacturing to make sure they meet company requirements.
- Maintaining records of testing, information and various metrics such as number of defective products per day etc.
- Approving or rejecting raw materials with respect to quality standards and record supplier performance
- Documenting and reporting defects detected during the process that refer to as “appropriate for correction”.
- Inspecting procedures of the entire production cycle to ensure they are efficient and comply with safety standards
- Inspecting and verifying product quality, ensuring it meets standards before reaching the consumer.
- Identifying quality issues and suggestions for improvement.
- Recommending strategies and necessary adjustments to improve product quality and production process.
- Preparing and submitting reports to the quality manager.

PRODUCTION STAFF

Lightspeed Corporation

Manila, Philippines

2014-2015

- Preparing production reports and reporting to the manager.
- Maintaining and filing of all production documentation such as contracts, invoices, correspondence and other important records.
- Checking, tagging and monitoring production.
- Keeping track of the product barcode files.
- Operating and maintaining production equipment and work areas.
- Following safety procedures and guidelines.
- Basic quality checking and inspecting product for quality assurance.

EDUCATION

Tertiary	:	Bachelor of Science in BCriminology Tanauan Institute Tanauan City, Batangas 2010 - 2014
Secondary	:	Malvar National High School Poblacion 1, Malvar, Batangas 2007 - 2010

PERSONAL INFORMATION

Birthday	:	16 April 1994
Gender	:	Male
Civil Status	:	Single
Height	:	5'6"
Weight	:	68kg
Religion	:	Roman Catholic
Nationality	:	Filipino
Language	:	Tagalog, English

REFERENCE

Louie G Placido
Production Manager
IRSIS Corporation
+63-917-832-1915

Aple Ingaran
Chief Administrative Officer
IRSIS Corporation
+63-915-458-8527

April Lyn Esquilador
Accounts/Bookkeeper
IRSIS Corporation
+63-917-705-8984