

**KIER NICOLE M. EGUIA**

SouqWaqif Hamad Town, Kingdom of Bahrain

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**CAREER OBJECTIVE**

To be able to acquire a career development to enhance my abilities and capabilities to contribute for the company's success.

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**PERSONAL BACKGROUND**

Age	: 25 years old
Date of Birth	: April 21, 1995
Place of Birth	: Lipa City
Nationality	: Filipino
Civil Status	: Single

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**EDUCATIONAL ATTAINMENT**

<b>Tertiary level</b>	Bachelor of Science in Industrial Engineering Batangas States UniversityMalvarBatangas (2010 - 2016)
<b>Secondary Level</b>	The MabiniAcademyLipa City, Batangas (2006-2010)

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**QUALIFICATIONS**

Proficient in using MS Office (Word, Excel, Outlook, PowerPoint, Publisher)  
AutoCAD 2D  
Trained in Conducting Time and Motion Study  
Have good leadership skills, diligent and hardworking  
With initiative and willingness to learn  
Willing to collaborate or work independently  
Quick Line Balancing  
Basic Quality Control  
Problem Analysis skill (CAPDo, Why-why)  
Inventory Analysis  
FMC System

## **WORKING EXPERIENCE**

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**Yara Medical Hospitalia**  
**Health Haute by Hospitalia**  
**MJ Bowling Lounge**

Jannusan Budaiya, Kingdom of Bahrain

**Inventory and Procurement Specialist**

June 2019 - Present

- Duties and Responsibilities
  - Monitors and maintains current inventory levels, processes purchasing orders as required, track orders and investigate the problems.
  - Record purchase, maintain database, performs physical amount of inventory and reconciles actual stock count to computer-generated report.
  - Receives, unpacks and deliver goods, re-stock items as necessary, labels shelves.
  - Processes and documents return as required following established procedures.
  - Create and maintain good relationships with vendors/suppliers, Estimate and establish cost parameters and budgets for purchases.
  - Review and analyze all suppliers, supply, and price options.
  - Negotiate the best deal for pricing and supply contracts.
  - Ensure that the products and supplies are high quality.
  - Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.

**Epson Precision Philippines Inc.**

SEPZ, Lima Technology Center

**Production Supervisor Engineer**

October 2018 – May 2019

- Duties and Responsibilities
  - Problem solving skills
  - Planning power
  - Analytical and suggestion ability based on one's original idea's
  - Plan and promote activities for specific subject area
  - Monitoring the inventory of raw materials and parts semi annually

**Production Staff Engineer**

June 2016 – October 2018

- Duties and Responsibilities
  - Production Line management
  - Handling almost 500 manpower
  - Preparation of technical documents or report
  - Monitoring Productivity and efficiency of production
  - Plan and promote individual theme or improvements
  - Monitoring the inventory of raw materials and parts semi annually

**AMKOR Technology Philippines**

**Product Engineer Staff (Intern)**

November – March 2016

- Duties and Responsibilities
  - Prepares a weekly progress report or small plan
  - Encoding gathered data at Microsoft Excel
  - Monitoring of product before to continue on Mass Production

**Bench Body**

SM City Lipa Mall

**Sales Associate**

February 2014 – October 2014

- Duties and Responsibilities
  - Greeting customers, responding to question, improving engagement and providing outstanding customer service.
  - Operating cash registers, managing financial transaction and balancing drawers.
  - Directing customers to merchandise within the store.
  - Increasing store sales.
  - Superior product knowledge.
  - Maintaining an orderly appearance throughout the sales floor.
  - Introducing promotions and opportunities to customer.
  - Cross-selling products to increase purchase amounts.

**CHARACTER REFERENCES**

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- Available upon request.

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

**KIER NICOLE M. EGUIA**