

JOEL ANAHAW AMBATA

Provincial Address : 103 Halang, Amadeo, Cavite

E-mail Address : ambatajhe2@gmail.com

Contact Numbers: (046)412-4959(landline)
09667860479 (Globe)



OBJECTIVE

A position in which my formal studies is develop and to enhance my past and present work experience.

PERSONAL INFORMATION

Born	:	February 20, 1980			
Place	:	Trece Martires City			
Civil Status	:	Single	Religion	:	Catholic
Height	:	5'5"	Weight	:	154 lbs.
Fathers Name	:	Miguel B. Ambata (<i>deceased</i>)			
Mothers Name	:	Teofila A. Ambata	Occupation	:	Housekeeper

SCHOLASTIC RECORDS

COLLEGE **Cavite State University**
Indang, Cavite
Certificate in Computer Technology
1997 – 2000

HIGH SCHOOL **Halang Banaybanay National High School**
Amadeo, Cavite
1992 – 1996

ELEMENTARY **Halang Banaybanay Elementary School**
Amadeo, Cavite
1986 – 1992

SHORT COURSE under TESDA TVET Program

Graphic Design NC III; The Bethel Educational Support and Technology INC., 2nd Floor # 115 RJP Building, Don Placido Campos Ave., Dasmariñas City, Cavite; October 22, 2017

WORK EXPERIENCE

Data Processing Associate; Appen Services Philippines The Square 1, Lancaster New City, Advincula Ave, Imus, Cavite; September 22, 2020 – April 4, 2022

Freelance Virtual Assistant; January 28, 2020 – September 15, 2020

- ☐ Performs data research in a real estate company. Provides basic information such Owner's Name, Contact number and other necessary data. Create a spreadsheet that contains necessary information and updating a system called Salesmate.

Logistics Assistant; Wuhan Fiberhome International Technologies Phils. Inc., Goldrich Building, Habay, Bacoar City Cavite; January 14, 2019 to January 24, 2020

Duties and Responsibilities:

- ☐ Ensures that all inventory transactions are properly documented in accordance with the policy and procedures.

- ☞ Monitors and manages Daily Contractors Work Reports (DCWRs) and Handover Report; Organizes and maintains records of inventories up to date and make sure Handover must be equal to the disbursement.
- ☞ Compilation of Daily Productivity Report / scanning of Handover and Filling of Handover Report in a daily manner.
- ☞ Assist the warehouseman in the allocation of materials to be distributes amongst the area and communicating with stockman in (other areas) for possible borrowing of materials. Must kept warehouse well organized, clean and in order.
- ☞ Ensures to provide accurate information, validates completeness of DCWRs and Handover Report.
- ☞ Responsible for reconciling stocks and materials using the completed DCWRs of all technician.
- ☞ Inform the Team Leader for possible depleted materials.
- ☞ Flexible at all times specially during emergencies and rescue/deployment in other area.
- ☞ Has strong organizational skills and attention to details.

Production Helper; Unilever Philippines Corp. (HRTA manpower), Gateway Business Park, General Trias City, Cavite; May 07, 2018 – January 7, 2019

- ☞ Assist the operator in the day to day operation such as palletizing and produc

Email Support Representative; Task Us Inc. Lumina Point, Imus City; November 26, 2016 – December 21, 2017

Duties and Responsibilities:

- ☞ Creating and sending Email to customer to address their concern and inquiry about the product and services the company offers and provide the best possible solution that would give customer satisfaction.

Statistical Researcher; Philippine Statistics Authority, Capitol Grounds, Trece Matres City; January 04, 2016 – February 29, 2016

Duties and Responsibilities:

- ☞ Conducts enumeration and survey of sample households for Labor Force and Family Income and Expenditures 2nd visit 2015.

Enumerator; Philippine Statistics Authority, Capitol Grounds, Trece Matres City; August 26, 2015 – October 10, 2015

Duties and Responsibilities:

- ☞ Conducts enumeration and survey of households for Population Census 2015.

Test Technician; Cypress Manufacturing Limited (Basic and Automated Systems and Clinics Inc.), Javalera, Gen. Trias, Cavite; February 03, 2011 – October 15, 2011

Duties and Responsibilities:

- ☞ Performs machine set-up, conversion and preventive maintenance.
- ☞ Assist other machine hard down.

Production Operator; Chinsu Manufacturing (Philippines) Inc.(Dictado Trading and General Services), Bacoar, Cavite; June 15, 2010 – November 15, 2010

Duties and Responsibilities:

- ☞ Responsible in sorting and monitoring of supplied packing materials.
- ☞ Assist in loading and unloading of finish goods.

Production Operator; Camville Manufacturers Corporation, San Agustin, Dasmariñas, Cavite; January 04, 2010 – June 03, 2010

Duties and Responsibilities:

- ☞ Performs assembly related jobs such as insertion of connector and other assembly related jobs.
- ☞ Performs raw materials preparation.

Offset Post Press Helper; Goldmark Service Network Corporation (United Graphic Expression Corporation), Dasmariñas, Techno Park, Dasmariñas, Cavite; May 05, 2009 – November 15, 2009

Duties and Responsibilities:

- ☞ Packing of finish goods and transferring of finish goods at the Finish goods warehouse.
- ☞ Assist the quality control in their needs.

Offset Post Press Assistant Operator; United Graphic Expression Corporation, Dasmariñas, Techno Park, Dasmariñas, Cavite; May 27, 2008 – November 15, 2008

Duties and Responsibilities:

- ☞ Assist the operator in the day to day operation such as machine set-up, operation and preventive maintenance.
- ☞ Performs raw materials preparation, and finish goods sampling.
- ☞ Assist other operator when needed
- ☞ Assist the quality controller in packing of finish goods and transfer

Production Operator; KSP Manufacturing Corporation, First Cavite Industrial Estate Dasmariñas, Cavite; November 26, 2003 - May 15, 2004

Technical Staff; Eightech Manufacturing Corporation, Cavite Export Processing Zone, Rosario, Cavite; October 18, 2002 - April 17, 2003

Production Operator; SCAD Services (S) Pte. Ltd., Cavite Export Processing Zone, Rosario, Cavite; April 6, 2002 - September 5, 2002

SPECIAL SKILLS

- ☞ Knowledge in Adobe Photoshop 5.
- ☞ Knowledgeable in different software packages such as Windows 95, 98, 2000, 2003 & XP.
- ☞ Can operate various types of machines.

CHARACTER REFERENCES

Available upon request.

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

JOEL A. AMBATA
Applicant