

STEPHANIE TOMA CRUZ

Ahmad Tea FZ LLC P.O. BOX 35760
Al Jazeera Al Hamra Ras Al Khaimah U.A.E
Mobile No: +971553430461
Email: iamstephsantos@gmail.com



OBJECTIVE

Seeking for challenging opportunity and contribute whole-heartedly towards the success of the organization by learning about the various things using the knowledge in the assigned area of work to ensure satisfactory results.

WORK EXPERIENCE

July 2016 – Present **Production and Planning Assistant**, Ahmad Tea London-RAK Al hamra Free Zone, Ras Al Khaimah, United Arab Emirates.

- Responsible for the maintenance of operations.
- Stock checking of orders from Order processing team.
- Coordinates with Planning Coordinator for the insufficient stocks.
- Coordinates with purchasing with the packaging materials, raw tea and flavorings required for the posted production orders.
- Assists in issuing and tracking production orders, ensuring that required material is supplied to the production floor, as according to the production schedule.
- Provides other support to production and management as required.
- Scheduling of weekly loading plan.
- Coordinates with Warehouse with local deliveries.

Dec 2013 – July 2016 **Material Controller** , Ahmad Tea London-RAK Al hamra Free Zone, Ras Al Khaimah, United Arab Emirates.

- Monitoring the incoming and receiving of materials.
- Checking the quantity of received materials in WMS (Warehouse Management System)
- Provides assistance to the supervisors in terms of control and management of materials.
- Responsible for stock inventory for purchasing reference.

April 2012 – Dec 2013 **Line Leader** Ahmad Tea London-RAK Al hamra Free Zone, Ras Al Khaimah, United Arab Emirates.

- Monitors, inspects and assure the quality of all products and proper operation of equipment at all times that adheres to company standards.
- Supports production supervisor in the manpower allocation as per plan.

Feb 2011 – July 2011 **Production Staff** Universal Robina Corporation, Pasig City, Philippines.

- Packing of products
- Checking quality Ends
- Quantity of products

Mar 2010 – Aug 2010 **Warehouse Staff** Mama Sita Mixes, Pasig City, Philippines.

- Receiving and Checking of Materials

July 2008 – Nov 2009 **Production Staff** San Miguel Pure Foods Company INC. Marikina City, Philippines.

- Packing of products
- Checking quality Ends
- Quantity of products

SKILLS

- Proficient in using Microsoft Windows Applications, Internet operation.
- Hands on in WMS and ERP.
- Filing and handling of documents.
- Willing to undergo training and a fast learner.
- Hardworking, determined and goal-oriented.
- Team oriented, proactive attitude, self motivated.
- An effective communicator with excellent relationship management skills and strong analytical, leadership, problem solving & organizational abilities.

PERSONAL STRENGTHS

- Confident Person & Interested to do things differently.
- Having strong analytical and problem solving skills
- Dedicated flexible attitude and willingness to take responsibility of new areas of work.
- Ability to work independently or as a team member.
- Confidence in handling any works to achieve the goals.

EDUCATIONAL BACKGROUND

Collegiate:

2001-2003 Philippine School of Business and Administration
Quezon City, Philippines

Secondary:

2000-2001 Roosevelt College
Rizal, Philippines

Primary:

1996-1997 Roosevelt College
Marikina City, Philippines

PERSONAL INFORMATION

Birth date: September 19, 1984
Birth place: Marikina, Philippines
Citizenship: Filipino
Linguistic Proficiency English and Tagalog
Passport no: EC7340749

I hereby affirm that all the information that I have furnished above is true and complete to the best of my knowledge and beliefs.

Stephanie Toma Cruz