



Mae Veanca Eguia Castillo

King Faisal Street, Al Nuiamia Ajman, UAE

Mobile No: +971564275323

mae_veanca2005@yahoo.com

SKILLS:

- Proficient in MS-Office and Internet Applications
 - Have good communication, Excellent in English
 - Multi-tasking skills and ability to work under pressure
-

PERSONAL DETAILS:

Date of Birth : December 15, 1989

Civil Status : Single

Religion : Roman Catholic

Nationality : Filipino

QUALIFICATIONS:

College : San Pedro College of Business Administration

Course : Bachelor of Science in Business Administration (**BSBA**) - *Major in Marketing*

Year : 2006 – 2010

WORK EXPERIENCE:

Company: Victoria Garden General Trading Freezone, UAE

Period: February 2017 - Present

Position: Document Controller cum Purchasing Coordinator

Duties & Skills

- Implement and maintain document control processes and procedures
- Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving)
- Responsible for the accurate entry, proofing and maintenance of supplier container shipments.
- Coordinate order status report submissions from suppliers. Resolve changes and discrepancies, and update purchase order information accordingly.

Company: Al Safer Group of Companies, UAE

Period: January 2015- January 2017

Position: Sales Representative

Duties & Skills

- Provide direct customer services by informing them of products and services
- Promote new products to walk-in customers and record orders
- Handle and resolve customers' complaints
- Stock shelves with appropriate products and ensure correct price tagging

Company: Liip Food Processing Corporation (LFPC), *Philippines*

Period: November 2012-2013

Position: Quality Assistant

Duties & Skills

- Investigating and setting standards for quality and health and safety
- Ensuring that manufacturing processes comply with standards at both national and international level
- Encoding standard quality evaluation.
- Report corrective and preventive actions to my superior.

Company: Bona Coffee

Period: August 2010-February 2011

Position: Crew Staff

- Welcome customers as they come to restaurant
- Process customers order and generate their bills
- Handle customers complaints and concerns

Reference:

Available Upon Request

DECLARATION:

**I hereby certify that the facts contained in this data are true and complete to the best of my knowledge.
Thank you and I look forward to your positive feedback/response towards my application.**

Mae Veanca Castillo
Applicant