**Stiffany**

****[**Stiffany.332333@2freemail.com**](mailto:Stiffany.332333@2freemail.com)

Objective: To use my skills and knowledge, also to enhance it into more useful things that I could be used in my work.

**PERSONAL BACKGROUND:**

Height : 5”2 Weight: 50 kg

Birth Date : September 18, 1992 Civil Status: Single

Age : 24 years old Religion: Roman Catholic

Birth Place : Paso De Blas

**WORKING EXPERIENCE**

* **Medical Merchandiser**

Product Image & Marketing Service Inc.

Unit 5 & 6 G/F J & L Bldg., 251 EDSA Greenhills, Mandaluyong City, Philippines

September 16, 2014 – December 31, 2014

* **Coordinator**

EPD CATERING LLC

United Arab Emirates, Dubai

DIP 2, Jebal Ali

April 2015 – December 31, 2016

**Nature of Work:**

* Receiving orders through e-mails.
* Sending welcome & re-welcome emails together with the invoice to the clients.
* Taking action & keep tracking records for all the clients’ complaints and concerns.
* Preparing everyday production plans for the kitchen.
* Make every day plans & managing the drivers.
* Making every day delivery lists.
* Maintaining the file for the operation such as:

1. Waste management files.
2. Calibration certificates of the company equipment’s and vehicles.
3. Pest control files.
4. Maintenance files of the company.

* Maintaining the overtime for the drivers.

**EDUCATIONAL BACKGROUND:**

*Tertiary*  **Bachelor of Science in Criminology**

Our Lady of Fatima University

April 2013

*Secondary Level* **Saint Catherine College of Valenzuela**

202 Rosario Street Mapulang Lupa Vaenzuela City

March 2009

*Primary Level* **Saint Catherine College of Valenzuela**

202 Rosario Street MapulangLupaValenzuela City

March 2005

**SEMINAR/TRAININGS ATTENDED**

**Disaster Response and Management Training** Marulas, Valenzuela City

**With Basic High Angle Rescue** May 02, 2012

**Awareness Drive on Crime and** Our Lady of Fatima University

**Drug Abuse Prevention** September 02, 2010

**Annual Pre – Employment Seminar** Our Lady of Fatima University

February 02, 2013

**Basic Food Hygiene** Gems Training Centre (Dubai)

February 25, 2016

**CO-CURRICULAR ACTIVITIES/ACHIVEMENTS**

CAT – Company Commander, Delta Company

Saint Catherine School

2008-2009

Secretary, Women’s Criminology Organization (WCO)

Our Lady of Fatima University

2011 – 2012

Registered Criminologist

October 2013

**SPECIALL SKILLS AND TALENT**

I am good in sports and in multi – tasking. I am also Knowledgeable about some laws in the Revised Penal Code and Computer literate such as Ms Powerpoint, Ms Word and Ms Excell and MS Outlook.

*I hereby certified that the above information mention is true and correct.*