**KATHRIENA**

**Address:** Dubai, UAE

**Email Address:** kathriena.374239@2freemail.com



**JOB OBJECTIVES:**

To obtain a job in a challenging and healthy work environment that will enable me to apply my skills, knowledge, previous job experience and to pursue a highly rewarding career that will provide me job satisfaction and self-development to commit myself for achieving organizational objectives.

**PERSONAL INFORMATION**

Date of Birth: November 20, 1995

Nationality: Filipino

Civil Status: Single

Religion: Roman Catholic

Languages: English / Filipino

Visa Status: Visit Visa

Availability: Immediate

**JOB EXPERIENCE:**

**ERF BOOKKEEPING SERVICES AND CONSULTANCY**

**Position: General Office Clerk** (April 2017- September 2017)

**Duties and Responsibilities.**

* Undertake basic bookkeeping task.
* Maintain files and keep records.
* Provide general information to clients.
* Prepare and process bills and other office documents.
* Schedule appointments and entertain clients or visitors.
* Answer calls or take message.
* Sort and deliver incoming mail and send outgoing mail.
* Type or edit routine memos or other reports.
* Collect information and perform data entry.

**CHOWKING PHILIPPINES (MILLENIUM FOODBITE CORPORATION)**

**Position: Product Quality Manager** (July 2016 - March 2017)

**Duties and Responsibilities**

* Supervise daily shift operations
* Supervise product quality in the production area.
* Handles customer complaints if there is.
* Strives to improve service performance.
* Keep up on standards with respect to product quality as well as health and safety.
* In charge in ordering products or materials.
* Manage the monitoring, measurement, and review of internal processes, especially those that affect the quality of the company products.
* Control Inventory Stocks Level.
* Ensure avalability of products.
* Ensure overall Food Cost Control Management.
* Supervise all employees ensuring that they do their task effectively and efficiently.
* Defining quality procedures in conjunction with staff most especially to the kitchen staffs.
* Oversee inspection of all the kitchen equipment’s to maintain the quality standard of the foods.
* Setting up and maintaining controls and documentation procedures.
* Monitoring performance by the staff and giving a monthly appraisal to them.
* Making suggestions for changes and improvements and how to implement them
* Oversee inspection of incoming materials, ensuring that they meet requirements including the need for improvement.

**PARAGON LUBE SALES INCORPORATED**

**Position: On-The-Job Trainee***(*October 2015-March 2016)

**HIGHEST EDUCATIONAL BACKGROUND**

**Tertiary : UNIVERSITY OF LA SALETTE, INC.**

 Dubinan East, Santiago City, Philippines

 Bachelor of Science in Business Administration

Major in Operations Management

 June 2012 – June 2016

**ACADEMIC AWARDS**

Academic Top-Notcher Circle (ACATOPC) 19th Place

Academic Awardee (10th Place)

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| **PERSONAL SKILLS AND STRENGTH** |

* Solid organizational skills with the ability to multi task, work under pressure, and meet deadlines under stringent time constraints efficient and attentive to detail.
* Proficient in Microsoft Office including Word, Excel and Power point including email applications
* Excellent interpersonal skills and desire to work in a team-oriented environment.
* Good leadership and have the ability to handle and manage people under my supervision
* Experience working in a corporate environment
* Ability to balance work load efficiently in a constantly changing work environment
* Able to learn programs and process quickly
* Flexible, willing to take on more responsibilities as needed and devote time necessary to complete deadlines

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| **SEMINARS ATTENDED** |

* **Effectiveness of Operations Management in the Work Environment**
* **Filipinos in Preparation for the Global Competitive Market**
* **Empowering Business Education for Career Employment**
* **Time and Stress Management for Greater Employee Productivity**
* **Legal Updates for Better Employee Management Relations**
* **Business Students: Engaging for Excellence**
* **Legal Updates on Mandated Benefits of the Government**

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| **CHARACTER REFERENCES** |

* Available Upon Request