**Kathleen**

***Airport Rd. Abu Dhabi City UAE***

***E-mail:*** [***kathleen.383681@2freemail.com***](mailto:kathleen.383681@2freemail.com)

**OBJECTIVE:**

To be employed in company which can maximize my skill and enhance my potential in the field I have chosen.

LANGUAGES SPOKEN:

* **Speaks English and Arabic Language**

**OVERVIEW:**

* Experienced in handling and following instructions from superiors.
* High energy level and team spirit as an employee.
* Can work under pressure and busy hours.
* Willing to do overtime as needed.

**DUTIES AND RESPONSIBILITIES:**

* Keeping   maintenance smoothly  and  efficiently.
* Promoting Teamwork.
* Preventing  accidents  and  controlling  hazards and hazardous material.
* Maintaining  good  housekeeping  on  the  job.
* Planning and scheduling work.
* Training personnel.
* Monitoring cost control.
* Dealing with clients for booking and reservation of their preferred event dates
* Making quotations and revising depending on client’s approval.

**EDUCATION:**

* **Secondary : *Luksuhin National High School* *(***1995 - 1999***)***

Luksuhin Alfonso Cavite Philippines

* **Primary : *Alfonso Central Elementary School* (**1989 - 1995**)**

Alfonso Cavite Philippines

WORK EXPERIENCE

* **Antoinette Hospitality Services LLC**

Abu Dhabi UAE (***cancelled visa***)

Event Supervisor

***CONTINUATION:***

* **Emirates Taste Catering Services**

Abu Dhabi UAE (***October 2015 – May 2017*** )

Catering Supervisor

* **Integral Food Services**

Abu Dhabi UAE ( ***August 2013 – October 2015*** )

Supervisor

* **Al-Hana Trading Group Catering**

Jeddah K.S.A. (***August 2006 – March 2013***)

Food Attendant / Asst. Dietitian (**HOSPITAL**)

* **Olivarez Plaza Supermarket**

Olivarez plaza Tagaytay City Philippines (***December 2004 – August 2006*** )

Supermarket Supervisor

PERSONAL BACKGROUND

* **Date of Birth :** *August 27, 1982*
* **Place of Birth :** *Alfonso Cavite**Philippines*
* **Height :** *5’2”*
* **Weight :** *62 kgs.*
* **Religion :** *Roman Catholic*
* **Marital Status :** *Single*
* **Citizenship :** *Filipino*
* **Sex :** Fem*ale*