



Mae Veanca Castillo

Ajman, UAE
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(971) 564275323

EDUCATION

SY 2006 to 2010

Bachelor Of Science in
Business Administration –
Major in Marketing

San Pedro College of Business
Administration - Philippines

RELATED SKILLS

Knowledge of LPO,
Quotation, Invoicing,
VAT Return.
Proficiency in MS Office.

OTHER SKILLS

Customer Relation.
Administration Skills.
Excellent Communication.
Adaptability.

PERSONAL DETAILS

Date of Birth: 15-Dec-1989
Civil Status: Single
Nationality: Filipino
Language known: English,
Tagalog

WORK EXPERIENCE

February 2017 to Present

Victoria Garden General Trdg. FZE – Ajman, UAE
Secretary cum Purchasing Coordinator

- Implement and maintain document control processes and procedures.
- Ensure document management accordingly to establish procedure or standards (documents numbering, formats, and archiving).
- Coordinate order status report submissions from suppliers. Resolve changes and discrepancies and update purchase order information accordingly.

January 2015 to January 2017

Al Safeer Group of Companies – Sharjah, UAE
Retail Sales Associate

- Offered customers with exemplary and timely service
- Maintained knowledge of current sales, sales promotions, payment and exchanges policies.
- Provided accurate product information

November 2012 to November 2013

Liip Food Processing Corporation – Laguna, PHILIPPINES
Quality Assurance Assistant

- Investigating and setting standards for quality and health safety.
- Encoding standard quality evaluation.
- Report preventive and corrective action.

August 2010 to February 2011

Bona Coffee – Alabang, PHILIPPINES
Service Sales Staff

- Provide direct customer service.
- Process customers order and generate their bills.