

Dear Sir/Madam:

I would like to propose my candidacy for your position, which was advertised in the latest issue. I am enthusiastically applying for this post because I firmly believe that a combination of my natural ability, technical expertise and work experience all make me an ideal candidate for this role. I would also bring value to a reputable company where my abilities will not only be recognized but also rewarded. After reading the job description I am convinced that my background, work experience and qualifications all combined make me suitably qualified for your specific requirements.

I am very confident that I can make an immediate and significant contribution to your company. I would also bring to your position and company ability to not only work hard, but also identify areas where performance improvement is needed. On top of this I have considerable experience in the fields of administrative roles and technical support roles.

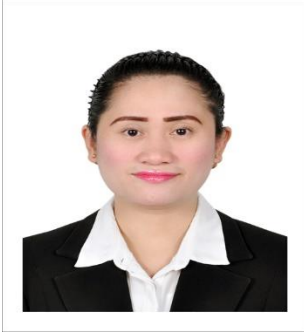
You will find me to be a reliable person who has a professional, calm, and honest approach to all work-related matters. Technically minded and with good problem resolution skills, I can work effectively in fast paced and ever-changing environments.

Please refer to the accompanying CV for more detailed information regarding my abilities and skill sets.

If this brief account of my competencies intrigues you enough to invite me for an interview, then feel free to contact me at your earliest convenience.

Yours sincerely

May Grace K.C



May Grace KC

20 St. Block 29B Al Rashidiyah
T: 097150-339-35-09
Email: gracee_dubai@yahoo.com

OBJECTIVE

I am seeking a competitive work in an environment that challenges me to continue learning at the same time to help and learn as much as I can from my peers. To create a workspace that is continual growth with opportunities for advancements.

PERSONAL SUMMARY

I am capable who has a track of clerical work and administrative duties and technical support. I can perform many administrative, technical duties and is comfortable with being the “go to” in work. I am an enthusiastic, friendly, and professional approach to this role and will perform all tasks with accuracy and promptness. A highly focused with a comprehensive knowledge and understanding of various roles such as Machine operation office administration, customer airline service, Ticketing services and Events Management. With my present employer I am continually surpassing standards to achieve the highest quality and on a personal level. I am someone who will always work collaboratively to supports the efforts of fellow team members. Right now, I would like to work for an ambitious organization that is fast growing and where staffs are well valued.

CAREER HISTORY

Ticket Sales (October 11 2021 – March 27 2022)

Vibes- Dubai, UAE

Ticketing Specialist that Provides Customer and Visitor a Ticket in world's largest Event which participated by 192 Countries worldwide. This Events Covers International Concerts, Culture, Innovation, Mobility, Opportunity, and Sustainability.

- Selling Tickets to Dubai Residents and Visitors
- Prepare Receipts from the PDQ for Customers
- Encoding the QR code in the BOS for ticket activation and system data.
- Upgrading Customer Tickets in the System
- Gives info about Expo Experience to Mall visitors
- Provide Customer Details about Map and Transportation Mall visitors
- Briefing Customer Daily Events Happening in Expo and best experience to try for a day
- Giving information about Types of Tickets can be avail and Experience free in each Tickets.
- Preparing Daily Reports of EOD and Final Closing Report after shift.
- Provide Information to Airline Passenger regarding Expo Experience by distributing Fliers (Tickets, Transportation, Guide Map in Expo)
- Promotes to Hotel Visitors About Expo for Exciting Experience for Leisure.

Admin Assistant (July 08 2021 – September 12 2021)

Showforce- Dubai, UAE

In charge in UK recruitment staff by filtering qualified candidate in CRM which is advertised in UK Indeed, Encoding complete staff personal details and segregating according to working experience, arrange online interview for qualified applicant, filling staff updated documents, Assisting Recruitment Manager in Daily Task.

- Supporting Recruitment Manger in Managing Daily Operations
- Updating staff record for future reference and audit
- Call Receiving from Clients and Staff
- Completing CRM for staff and separating according to qualification
- Prepare staff Documents for any Renewal or Missing Documents
- In charge of Office Supply
- Assisting other Area Manager for Document Support

Operation Executive (October 2020 – June 15 2021)

BY HB PARTIES COOK LLC- Dubai, UAE

In charge in the whole Operation for the Clients and Customer from Preparation to Delivery. Prepares the order by inputting in the online ordering system, Invoicing, Supplier Food items ordering and receiving and Provide Documents for Product Monitoring. Support in handling Inventory and Audit.

- Receiving calls from Clients and Customer.
- Promoting and Marketing Company Products to the Clients and Customer
- Product Mapping of all Food Products in Online Order System
- System Inputting of Clients Documents
- Prepare Invoice to All Clients and Customer
- Assist the Operation Manager in Managing the daily Operation
- Handling Administrative matters relative to daily Operation and Business Development.
- Prepare reports for Management reviews regarding Weekly, Monthly sales.
- Managing and cleaning resources and Ensuring that they are replenished as need.
- Collating Company documents for Audit purpose and Yearly Inventory.
- Process Staff Visa application and Emirates ID for company.

Food Safety Assistant (March 2017 – July 15 2020)

EMIRATES FLIGHT CATERING LLC – Dubai, UAE

Ensure that all airline food product Temperature is monitored below its danger zone from Delivery to Preparation to Dispatch. Provide data that will support the department in any issue regarding Food Temperature, Production Date and Expiry. Handling all company staff in succeeding the hygiene policy.

- Monitors and recording the temperature of food during portioning, as portioned food leaves the Production to the Operations Department, during tray setting, dispatch & aircraft loading.
- Monitoring the goods receiving Food Products.
- Ensure the safety of the cooked food by monitoring the cooking and blast chilling time, the temperatures for First Class, Business Class, Economy Class and Special Meals and the time and temperatures during portioning, tray setting, dispatching and aircraft loading.
- Monitors and recording the chlorine level in water & sanitizing solution of vegetables/fruits daily to ensure that it is within safe levels.

- Ensures the proper disinfection of catering equipment by monitoring temperature of hot water in dish washing machine.
- Keeping the safety of raw food by monitoring the defrosting product temperature

Sr. Team Member (March 2005 – March 2016)

OPERATIONS ADMIN

EMIRATES FLIGHT CATERING LLC – Dubai, UAE

Responsible for providing general administrative support to operations and in all areas of the department. Holding all information in strictest confidence. Handling staff with utmost discretion, care, and accuracy.

Duties:

- Adapts to changes in work environment, manages competing demands, multi-task and can deal with frequent change, delayed and unexpected events.
- Assisting in the preparation the sections SOP'S and updating the workload including sharing the ideas to improve and to bring about the changes in the work process.
- File all documents as per the departments filing and record keeping system to ensure easy traceability and recovery of documents whenever required.
- Interacting with staff for day-to-day activities or any department issues.
- Ensure staffs work discipline, trained & guide them to meet workload requirements.
- Maintain the Strong planning and directorial ability to handle multi-task and manage time effectively.
- Provide the work roster to the staff and conduct continuous performance evaluations based on requirement of the current workload.
- Assisting in the preparation the sections SOP'S and updating the workload including sharing the ideas to improve and to bring about the changes in the work process.
- Manual Data Recording and Encrypting Data to the System of the entire Chemical Orders, Chemical Consumptions daily for a Company Record.
- Nominating Trainings for the Staff by using Taleem as one of the Company Requirements.
- Per Diem Checking of Email, Forwarding and responding at the same in any Relevant Emails as Immediate possible.
- Create all Format of Trial Sheet Document for the Department use.
- Attending all Telephone Calls and giving action as requested.
- Congregating Staff Details and Reports for Documentations.
- Updating all Operational Dashboard within the Department.

KEY SKILLS AND COMPETENCIES

- Dedicated and hard working
- Experience to handle work positive thinking under pressure
- Quick to grasp new idea
- Positive thinking
- Team player
- Good communication skills
- Interpersonal skills
- Excellent in Computer Microsoft Word and Excel.
- Experienced in Enterprise Resource Planning (ERP)
- Dependable with good interpersonal skills
- Multi-tasking, self-motivated and result oriented individual
- Fluent in English language
- Background in Health Study

EDUCATIONAL ATTAINMENT

BACHELOR OF SCIENCE AND NURSING – 3RD YEAR LEVEL

College	Colegio De San Augustine
	18 St. Burgos Bacolod, City
	Bachelor of Science in Nursing
	2001 – 2004 (3 rd Year Level)

High School	St. Benilde School
	Lasalle Salleville Bacolod, City
	1998 – 2001

Elementary	St. Benilde School
	Lasalle Salleville Bacolod, City
	1993 – 1997

SEMINARS & TRAINING ATTENDED

December 06, 2005	Elementary Food Hygiene (Emirates Flight Catering Training Centre, Dubai U.A.E)
February 07, 2006	Airside Safety Training
July 25, 2005	Quality Awareness (The Royalty Health Institute of Scotland) (Emirates Flight Catering Training Centre, Dubai U.A.E)
April 22, 2009	Basic Fire Fighting & Safety Protection Belhasa Advance Motorist Training Centre, Dubai U.A.E
April 23, 2009	Medic First Aid (CPR Inclusive) Belhasa Advance Motorist Training Centre, Dubai U.A.E
August 03, 2014	Fundamentals of Computer Word, Excel, PowerPoint E-mail & Internet (Lakeway Computer Institute, Lakeside-06 Pokhara Nepal)
November 13, 2014	Emergency First Aid Training
February 24, 2015	Airside Service Program
March 21, 2015	Safety Representative Training
April 26, 2015	Soft Skills Email Etiquette
June 18, 2015	IT Awareness
June 24, 2015	Soft Skills Enhanced Customer Experience
February 22, 2016	Train the Trainer

PERSONAL DETAILS

Date of Birth : May 12

Height : 5'1"

Passport no. : EC1158946

Nationality : Filipino

Religion : Roman Catholic

Language(s) Spoken : Filipino, English, Hindi, Nepali

UAE Driver's License No. : (Light Vehicle Automatic)

Visa Status: : Husband Visa

REFERENCE:

Available Upon Request

I hereby certify that the above information's are correct and true in my best of knowledge.