

**Sarah Jane Francisco Abueva**

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Passport Number: P1615710A

Expiration Date: January 12, 2022

**Career Objective**

To continue to grow in knowledge, interact and share with colleagues where I can substantiate my learned and acquired knowledge procedure enforcement and expenditure minimization can be used to regularize workflow within the organization.

***WORK EXPERIENCE***

1. **Position: Cashier / Waitress**

Duration: September 29, 2018 – Present

Company: Isfahani Persian Restaurant

Location: Al Hoora, Manama, Bahrain

2. Company: MacroAsia Catering Services

Duration: December 05, 2011 – September 07, 2018

Location: West Service Road Pasay City, Philippines

* **Purchasing Specialist, Purchasing Department** (from 16 August 2016 to 07 September 2018)
* **Inventory Analyst, Production Department** (from 16 May 2015 to 15 August 2016)
* **Material Controller, Production Department** (from 16 March 2014 to 15 May 2015)
* **General Worker, Production Department** (from 06 May 2012 to 15 March 2014, under Agency: Excellent Workers Multi Purpose Cooperative)
* **Inventory Encoder, Production Department** (from 05 December 2011 to 05 May 2012)

4. **Position: Flight Data Encoder**

Duration: June 02, 2008 – April 30, 2009

Company: Civil Aviation Authority Of The Philippines

Location: Mia Road, Pasay City, Philippines

Department: Project Management Office

5. **Position: Customer Service Assistant**

Duration: December 24, 2007 – May 23, 2008

Company: Max's Restaurant

Location: Baclaran Branch, Philippines

Department: Dining Section

6. **Position: Front Desk Clerk**

Duration: August 23, 2006 - Feb 28, 2007

Company: Family Country Hotel And Convention Centre

Location: General Santos City, Philippines

Department: Front Office

***PERSONAL DATA***

Age: 34

Date of Birth: Aug 1, 1986

Gender: Female

Civil Status: Single

Height: 5’6’’

Weight: 57 kg

Nationality: Filipino

***HIGHEST EDUCATIONAL ATTAINMENT***

Course: Hotel and Restaurant Management

School/University: Goldenstate College

Location: General Santos City

Year: 2003 - 2006

I hereby certify that all the above information is true and correct to the best of my knowledge and belief.

SARAH JANE F. ABUEVA