

# MEENA SS

Al Nahda1, Dubai, UAE

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## WORK EXPERIENCE

- **Senior Office Administrator, Marvel Advertising LLC**, Dubai, United Arab Emirates(Dec 1969 to Dec 1969)
- **Executive Secretary, Marvel.Advertising LLC**, Dubai, United Arab Emirates(Dec 1969 to Dec 1969)

## EDUCATIONAL BACKGROUND

- , Kerala, **Bachelor of Science**, 2000, Maths & Statistics

## SKILLS

- **senior office administrator**
- **executive secretary**
- **hr coordinator**
- **course couselector**
- **computer faculty**
- **sales coordinator**
- **accounts receivable**
- **accounts payable**
- **team leader**
- **procurement**
- **office assistant**
- **ms office**
- **adobe photoshop**
- **adobe illustrator**
- **tally erp**

PERSONAL BACKGROUND

- **Birthday:** - 1978-06-25