

# VILLAR ARMIE T

Discovery Gardens, Dubai UAE

Email: atvillar.0208@gmail.com

Phone: +971544327851

## WORK EXPERIENCE

- **Admin – Receptionist cum HR Assistant, ADVANCED METAL WORKS- DUBAI, UAE, Dubai, United Arab Emirates**(Feb 2018 to Present)
- **Office Coordinator cum Secretary, INVESTORS ASSURANCE CORPORATION – Manila, Philippines, Manila, Philippines**(Nov 2013 to Nov 2017)
- **Office Administrator cum Secretary, Asia Giant Enterprises – Manila, Philippines, Manila, Philippines**(Jan 2011 to Oct 2013)
- **Office Assistant cum Receptionist, Paluan Municipality– Mindoro Province, Philippines, , Philippines**(Jun 2009 to Dec 2010)

## EDUCATIONAL BACKGROUND

- **INFOTECH (Institute of Arts & Sciences, Inc.) , Manila, Degree, 0, Computer Secretarial System**

## SKILLS

- **strong and effective communication skills.**
- **excellent customer service skills**
- **outgoing**
- **motivated and friendly.**
- **ms office suite including powerpoint**
- **excel**
- **word**
- **outlook .**

PERSONAL BACKGROUND

- **Birthday:** - 1989-01-02