

KATHLEEN MALABANAN

Dubai

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WORK EXPERIENCE

- **Receptionist / Sales Coordinator, Guerlain Orient DMCC**, , United Arab Emirates(Dec 2019 to Mar 2020)
- **Admin Executive / Secretary, Founders Estate Brokers**, , United Arab Emirates(Jun 2019 to Nov 2019)
- **Admin Executive, NU Avenue Real Estate**, Dubai, United Arab Emirates(Mar 2019 to Jun 2019)
- **Admin Executive, Knauf Middle East**, , United Arab Emirates(Jan 2019 to Mar 2019)
- **Executive Secretary to the Chairman, Spacetoon Kids TV International**, , United Arab Emirates(May 2015 to Dec 2018)
- **Admin Executive, Hardware Solution Builders**, , United Arab Emirates(Jan 2013 to May 2015)

EDUCATIONAL BACKGROUND

- **De La Salle University**, , **Bachelor of Science** , 2005, Computer Science

SKILLS

- interpersonal skills
- organizational skills
- strategic multi-tasking

PERSONAL BACKGROUND

- **Birthday:** - 1989-01-31