

JEANNETTE “ALIYAH” PASCO GAUDIANO

Zahra Ajman, United Arab Emirates

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WORK EXPERIENCE

- **ADMINISTRATOR CUM MARKETING EXECUTIVE, AL WASEET LABOURS RECRUITMENT,** Ajman, United Arab Emirates(Mar 2016 to Present)
- **ADMINISTRATIVE SUPERVISOR, AL MUTMEYZA LABOUR SUPPLY,** Dubai, United Arab Emirates(Dec 2013 to Feb 2016)
- **DOCUMENT CONTROLLER, AI Qabas Manpower Recruitment Est.,** Dubai, United Arab Emirates(Jul 2006 to Nov 2013)
- **DOCUMENT CONTROLLER cum LIAISON OFFICER, BRIDGEWOOD HUMAN RESOURCES,** Manila, Philippines(Jun 2005 to Jul 2006)
- **BOOKKEEPER cum ENCODER, AI Habib General Trading,** Abudhabi, United Arab Emirates(Jan 2002 to Feb 2005)

EDUCATIONAL BACKGROUND

- **University of Cebu, , Bachelor of Science in Commerce,** 2001, Banking and Finance

SKILLS

- **fast learner**
- **speed in typing**
- **ms office**
- **communication skills**

PERSONAL BACKGROUND

° **Birthday:** - 1980-01-31