

CARIZZA MENDOZA ABARQUEZ

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WORK EXPERIENCE

- **Receptionist/Personal Assistant, NMK MIDDLE EAST FZCO, Dubai, United Arab Emirates**(Aug 2017 to May 2018)
- **Accounts Assistant (Treasury/Payables/Sales), FOREVER LIVING PRODUCTS, FZE, Dubai, United Arab Emirates**(Mar 2014 to May 2017)
- **Secretary cum Accounts Assistant , SEA GOLD SHIPPING LLC, Dubai, United Arab Emirates**(Aug 2013 to Feb 2014)
- **Accounts Receivable Staff, LEPANTO CERAMICS, INC., , Philippines**(Jun 2011 to May 2013)

EDUCATIONAL BACKGROUND

- **City of College of Calamba, , BACHELOR OF SCIENCE , 2010, ACCOUNTANCY**

SKILLS

- **ms excel and word**

PERSONAL BACKGROUND

- **Birthday: - 1990-03-07**