

# JANICIA MELVIN

Dubai

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## WORK EXPERIENCE

- **HR-Admin Coordinator, SIGN SHOPPE INTL. GEN. TR. LLC., MUSCAT, DUBAI , Dubai, United Arab Emirates(Mar 2012 to Present)**
- **HR-Admin Executive, ERSM INTERNATIONAL LTD, DUBAI, UAE, Dubai, United Arab Emirates(Nov 2004 to Jan 2012)**
- **Team Leader & Customer Service Representative of Technical Support team, SIEMENS, BANGALORE, , India(Aug 2003 to Aug 2004)**

## EDUCATIONAL BACKGROUND

- **Madurai Kamaraj University , , BBA, 2013,**
- **AMC College, Bangalore, , Bachelor of, 2003, Computer Application**

## SKILLS

- **ms office**
- **team leader**
- **energetic**

## PERSONAL BACKGROUND

- **Birthday: - 1982-09-23**