

TEENA BINU

Dubai

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WORK EXPERIENCE

- **Administrative assistant/Logistic Coordinator, EIS FZC, Sharjah FZE, Sharjah, United Arab Emirates**(Dec 2010 to Mar 2020)
- **Customer Service Executive, NOOR AL YEMEN A/C CONTACTING LLC,, Sharjah, United Arab Emirates**(Apr 2010 to Jul 2010)
- **Office Administrator/ Sales Coordinator, VASUCHEM TECHNOLOGIES FZE, Sharjah FZE, U.A.E, Sharjah, United Arab Emirates**(Apr 2008 to Jun 2009)
- **Safety Officer / HACCP / ISO Implementer, MODERN BAKERY LLC, Dubai, Dubai, United Arab Emirates**(Feb 2004 to Jun 2005)
- **Sales coordinator/Administrative, MAS PAINTS AND CHEMICALS, SHARJAH, Sharjah, United Arab Emirates**(Feb 2004 to Jun 2005)

EDUCATIONAL BACKGROUND

- **Kerala University, , Master of, 0, Science**
- **Kerala University, , Bachelor of, 0, Science**

SKILLS

- **customer service erp**
- **programming**
- **hardworking**

PERSONAL BACKGROUND

° **Birthday:** - 1980-10-21