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WORK EXPERIENCE

- **HR & Project Coordinator, Jumbo Electronics LTD**, Dubai, United Arab Emirates(Apr 2018 to May 2020)
- **Orders and Logistics, LS2 Pluto General Trading LLC**, Dubai, United Arab Emirates(Jan 2013 to Feb 2018)
- **Admin Staff – Orders and Logistics., Ashley LLC**, Dubai, United Arab Emirates(Sep 2008 to Dec 2013)
- **Secretary cum Accounts Assistant., Ashley LLC**, Dubai, United Arab Emirates(Sep 2006 to Aug 2008)

EDUCATIONAL BACKGROUND

- **Mangalore University**, , , **Bachelor of Science** , 2002,
- , Montreal, **IATA/UFTA Foundation course** , 2002,

SKILLS

- **c++ etc.**
- **ms excel**
- **ms powerpoint and windows latest versions.vb6**
- **ms word**

PERSONAL BACKGROUND

° **Birthday:** - 1981-09-18