

MAFNA RAYEES

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WORK EXPERIENCE

- **Service Administrator, AL GHANDI AUTO**, Dubai , United Arab Emirates(Jul 2019 to Aug 2020)
- **HR/ Office Administrator, VKM INVESTMENTS LLC**, Dubai , United Arab Emirates(Jun 2016 to Apr 2020)
- **HR Assistant/ ISO Coordinator/ Executive Secretary, AGE GROUP DMCC**, Dubai , United Arab Emirates(Jun 2013 to Mar 2015)
- **Customer Service/ Tele Marketing, AL NIMAS ELECTRONICS LLC**, Dubai , United Arab Emirates(Feb 2012 to May 2013)

EDUCATIONAL BACKGROUND

- **American Heritage University**, Dubai , **BBA**, 2012,

SKILLS

- **ms office**

PERSONAL BACKGROUND

- **Birthday:** - 1991-01-20