

# KEERTHANA. R

Ajman

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## WORK EXPERIENCE

- **Receptionist/ Secretary cum Administrative assistant and Typist., Al Thoth Electro Mechanical Contracting , Ajman.,** Ajman, United Arab Emirates(Feb 2019 to Dec 2019)
- **Front Office Administration, Euro Asia Management and Manpower Consultancy , Dubai.,** Dubai, United Arab Emirates(Sep 2015 to Jul 2016)

## EDUCATIONAL BACKGROUND

- **Community college,** Trivandrum, **BBA,** 0, General

## SKILLS

- **ms office**
- **adaptability**
- **good communication skills**

## PERSONAL BACKGROUND

- **Birthday:** - 1996-10-28