

USHAS JIJO

Sharjah – United Arab Emirates

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WORK EXPERIENCE

- **HR Executive Secretary, Convergence Management Consultants**, , United Arab Emirates(Oct 2016 to Oct 2018)
- **Secretary to Exec. Vice President** , , India(Sep 2013 to Sep 2016)
- **Sales Coordinator, pharma and scientific**, , India(Aug 2011 to Aug 2013)
- **HR Executive, New Medical Center (NMC Trading)**, , India(Mar 2009 to Jun 2011)

EDUCATIONAL BACKGROUND

- , , **MBA**, 0, Marketing & Finance
- , , **BA**, 0, Economics

SKILLS

- **team leader**
- **multitasking**
- **ms office**

PERSONAL BACKGROUND

- **Birthday:** - 1988-11-27