

# JINCY RONY

Dubai

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## WORK EXPERIENCE

- **Receptionist , Construction Company**, , United Arab Emirates(Apr 2018 to Present)
- **Center Administrator , Sam Kids International Pre-School**, , India(Mar 2017 to Mar 2018)
- **Assistant Manager, Aim fill International**, , India(Feb 2016 to Feb 2017)
- **Receptionist and Data entry operator , Al Dobowi Tyre Company**, , United Arab Emirates(Jan 2012 to Feb 2013)
- **HR executive, Bhagya Surya Projects & Constructions Pvt Ltd**, , India(Jan 2009 to Feb 2010)

## EDUCATIONAL BACKGROUND

- **Bharatha Matha Institute of Management, Cochin, India**, Cochin, **MBA**, 0, Human Resources and Marketing
- **Bharatha Matha College**, , **Bcom**, 0, Marketing

## SKILLS

- **quick learner**
- **hardworking**
- **ms office**

## PERSONAL BACKGROUND

- **Birthday:** - 1985-07-18