

DIANA NATHALIA MENDONCA

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WORK EXPERIENCE

- **ADMINISTRATIVE ASSISTANT, Acciona Construcción SA**, Dubai , United Arab Emirates(Jan 2017 to Jun 2019)
- **ADMINISTRATIVE ASSISTANT, International Electronic Security** , Dubai , United Arab Emirates(May 2014 to Jan 2017)
- **SECRETARY CUM ADMINISTRATIVE ASSISTANT, Puthran Chartered Accountants**, Dubai , United Arab Emirates(Jul 2010 to Aug 2013)
- **ADMINISTRATIVE ASSISTANT & SALES COORDINATOR, Sapphire Micro Systems** , Mangalore,, India(Nov 2006 to Mar 2010)

EDUCATIONAL BACKGROUND

- , Mangalore,, **Diploma** , 0, Computer Science Engineering
- , Udupi,, **Diploma** , 0, Hardware and Networking Engineering

SKILLS

- **ms word**

PERSONAL BACKGROUND

- **Birthday:** - 1983-05-19