

MAE ARSIREE DOFELIZ

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WORK EXPERIENCE

- **ADMIN COORDINATOR, Joseph Group**, Dubai, United Arab Emirates(Jan 2019 to Nov 2020)
- **SECRETARY, MONA ALSABAH AUDITING LLC**, Dubai, United Arab Emirates(Jul 2017 to Nov 2018)
- **F&B ADMIN, FARUK MEDICAL CITY**, , Iraq(Mar 2016 to May 2017)
- **SUPERVISOR, AVA CONSTRUCTION SUPPLY**, , Philippines(Feb 2014 to Feb 2016)

EDUCATIONAL BACKGROUND

- **Life Christian University**, Dubai, **BS**, 2020, Theology
- **University of Negros Occidental Recoletos**, , **BS**, 2014, Accounting Technology

SKILLS

- communication skills
- sap & quickbooks
- ms office

PERSONAL BACKGROUND

- **Birthday:** - 1992-01-31