

RETCHEL MOLO

Sharjah

Email: retchemolo2@gmail.com

Phone: +971553067857

WORK EXPERIENCE

- **Document Controller, Khatib and Alami (CEC), U.A.E.,** , United Arab Emirates(Apr 2017 to Present)
- **Site Secretary / Document Controller, Aram Construction & Building Contracting LLC,** Dubai, United Arab Emirates(Feb 2015 to Mar 2017)
- **Sales Executive cum Coordinator, AL IBDA REFRIGERATION DEVICES TRADING L.L.C,** Sharjah, United Arab Emirates(Feb 2012 to Mar 2014)
- **Admin Assistant cum Accounts Clerk, KEDAI EKONOMI—Labuan, Malaysia,** , Malaysia(Jan 2011 to Jan 2012)
- **Sales Associate / Customer Service Representative, SKYPARK DUTY FREE-Tee & Chua Sdn. Bhd. Labuan, Malaysia,** , Malaysia(Jan 2004 to Mar 2006)

EDUCATIONAL BACKGROUND

- **Xavier University,** , **Bachelor of science,** 2010, Information Technology
- **Systems Technology Institute,** , **Diploma,** 2003, Computer and Electronics Technology

SKILLS

- ms office
- aconex
- unifier

PERSONAL BACKGROUND

° **Birthday:** - 1974-01-31