

VIVIAN C. GALANA

Dubai

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WORK EXPERIENCE

- **Receptionist & Office Administrator, Guard Me General Trading LLC, Dubai, UAE, Dubai, United Arab Emirates**(Jul 2020 to Present)
- **Receptionist & Office Administrator, Trumax Group, Dubai - UAE, , United Arab Emirates**(Aug 2018 to Jun 2020)
- **Assistant Administration & HR Manager, OTES Mall, Butuan City, Philippines, , Philippines**(Mar 2016 to Apr 2017)
- **Assistant Administration & HR Manager, Derrem Co. Lending Business, Philippines, , Philippines**(Oct 2000 to Jan 2006)

EDUCATIONAL BACKGROUND

- **AMA Computer Vocational College, , Diploma , 0, Admin. & Secretarial Studies**

SKILLS

- **hardworking**
- **operations management**
- **ms office**

PERSONAL BACKGROUND

- **Birthday: - 1981-01-31**