

GENDA RAMOS NEYRA

Dubai,UAE

Email: gendarneyra@yahoo.com

Phone: +971566602197

WORK EXPERIENCE

- **SECRETARY/ ADMINISTRATION ASSISTANT / RECEPTIONIST/ SALES REPRESENTATIVE, The Young Musician Music Institute, , Philippines**(Oct 2012 to Sep 2020)
- **SALES EXECUTIVE/ REPRESENTATIVE, Sweet Garden General Trading Co, , Philippines**(Oct 2009 to Aug 2012)
- **SALES EXECUTIVE SECRETARY, Aal Mir Trading Co. L.L.C, , United Arab Emirates**(Jun 2004 to Oct 2009)

EDUCATIONAL BACKGROUND

- **FAR EASTERN UNIVERSITY, , B.S. BIOLOGY, 1992,**

SKILLS

- **ms office**

PERSONAL BACKGROUND

- **Birthday: - 1977-06-20**