

SHELLA ANN D. JAVIER

Al Satwa, Dubai, United Arab Emirates

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WORK EXPERIENCE

- **Purchasing Assistant, SHRI Bhagwan Technical Services LLC**, Dubai, United Arab Emirates(Jun 2020 to Jul 2020)
- **Administrative Assistant cum Receptionist Secretary, SUSTAINABLE LINE GENERAL TRADING**, , United Arab Emirates(Dec 2019 to Mar 2020)
- **Telephone Operator (Front Office Department), AL KHOORY ATRIUM HOTEL**, Dubai, United Arab Emirates(Oct 2017 to Nov 2019)
- **PEPSI CORPORATION PHILS., PEPSI CORPORATION PHILS.**, , Philippines(Oct 2016 to Apr 2017)

EDUCATIONAL BACKGROUND

- **Systems Technology Institute**, , **Bachelor of Science** , 2016, Accounting Technology

SKILLS

- **document control**
- **hardworking**
- **ms office**

PERSONAL BACKGROUND

- **Birthday:** - 1994-01-31