

TWI B. ADANA

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WORK EXPERIENCE

- **PURCHASING ASSISTANT cum PROJECT COORDINATOR**, Dimara International, Dubai, United Arab Emirates(Nov 2019 to Present)
- **EXECUTIVE SECRETARY cum ADMIN and HR SUPPORT**, Faris Group Total Sport Solutions, Dubai, United Arab Emirates(Jul 2017 to Oct 2019)
- **FINANCE, HR & LOGISTIC DEPT. RECEPTIONIST/ADMINISTRATIVE SECRETARY / SALES COORDINATOR**, Fast Telecom General Trading, Dubai, United Arab Emirates(Jun 2014 to Apr 2017)
- **SALES COORDINATOR cum ADMINISTRATIVE SECRETARY**, Digital World LLC., Dubai, United Arab Emirates(Apr 2013 to Jul 2014)

EDUCATIONAL BACKGROUND

- **Tagum National Trade School**, , **Diploma**, 2006, COMPUTER TECHNOLOGY

SKILLS

- **ms office**
- **adobe photoshop cs**
- **tally erp 9**
- **system / al ameen system / aliphia system/ quick book/magento**

PERSONAL BACKGROUND

° **Birthday:** - 1989-10-25