

FREDELINA BUMACOD

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WORK EXPERIENCE

- **Accounts Payable Assistant, MDCBMS Mubadala**, Abudhabi, United Arab Emirates(Oct 2015 to Dec 2018)
- **Insurance Coordinator/Biller, Abu Dhabi Knee & Sports Medicine Centre**, Abudhabi, United Arab Emirates(Jun 2010 to Sep 2015)
- **Receptionist, Gulf Diagnostic Centre**, Abudhabi, United Arab Emirates(Jan 2006 to Mar 2009)
- **Cashier, Tamayo's Catering**, Manila, Philippines(Dec 2003 to Jul 2004)
- **Sales Clerk, Isetann Shopping Center**, Manila, Philippines(Mar 2002 to Dec 2003)
- **Secretary, Cooperative / Supermarket**, , Kuwait(Mar 2000 to Dec 2002)
- **Secretary, China Zhongwang Company**, , Philippines(Apr 1997 to Oct 2000)
- **Sales Clerk, Isetan Department Store**, , Philippines(Jan 1996 to Dec 1997)

EDUCATIONAL BACKGROUND

- **University of Manila**, , Associate in Secretarial, 0,

SKILLS

- multitasking
- hardworking
- ms office

PERSONAL BACKGROUND

° **Birthday:** - 1977-01-31