

# MS. ELLAINE S. ALLER

Abudhabi

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## WORK EXPERIENCE

- **Billing Supervisor , Medeor24x7 Hospital, Abu Dhabi, Abudhabi, United Arab Emirates**(Feb 2015 to Present)
- **Medical Affairs Secretary/HR Assistant , Samaya Specialized Center, Abu Dhabi, , United Arab Emirates**(Feb 2013 to Aug 2016)
- **Secretary/Administration Assistant , Gulf Pioneers Wood Industries LLC, Abudhabi, United Arab Emirates**(Apr 2009 to Feb 2013)
- **Branch Manager , Office Warehouse, Landmark Branch, Makati City, , Philippines**(Jun 2004 to Dec 2006)
- **Store Supervisor , Binggo Convenience Store, Antipolo City, , Philippines**(May 2003 to Nov 2003)
- **Store Manager , Video Craze Video Rental and Sales, Antipolo City, , Philippines**(Mar 2000 to May 2003)
- **Service Crew, Greenwich Pizza, , Philippines**(Aug 1996 to May 1999)

## EDUCATIONAL BACKGROUND

- **Polytechnic University of the Philippines, , BBA, 2019, Marketing**

## SKILLS

- multitasking
- ms office
- hardworking

## PERSONAL BACKGROUND

° **Birthday:** - 1978-04-01