

MONICA JEAN ESTRADA

Dubai

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WORK EXPERIENCE

- **Administrator/HR Asst./Document Controller cum Receptionist, Al Nasr General Services Est.,** Abudhabi, United Arab Emirates(Aug 2019 to Present)
- **Integration Facilitator, Phoenix Publishing House Inc., Philippines,** , Philippines(Sep 2017 to Apr 2019)
- **IT Staff, Isetann Recto Department Store,** , Philippines(Oct 2015 to Sep 2016)
- **IT Help Desk Support – On the Job Trainee -Social Security System, Social Security System,** , Philippines(Jun 2014 to Oct 2014)

EDUCATIONAL BACKGROUND

- **Saint Louis College, Phillipines,** , **Bachelor's Degree,** 2015, Information Technology

SKILLS

- multitasking
- hardworking
- ms office

PERSONAL BACKGROUND

- **Birthday:** - 1995-05-12