

ANALYN T INFIESTO

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WORK EXPERIENCE

- **OFFICE ADMIN/ SECRETARY/ RECEPTIONIST , ABDULLA AHLI ELECTROMECHANICAL WORKS L.L.C - Dubai UAE**, Dubai, United Arab Emirates(Apr 2017 to Apr 2021)
- **WAITRESS / CASHIER, 4j's INLAND RESORT & RESTO BAR – Philippines**, , Philippines(Jan 2017 to Nov 2017)
- **PERSONAL ASSISTANT , Provincial Office of the Vice Mayor - Philippines**, , Philippines(Jan 2016 to Oct 2016)
- **OFFICE ADMIN , CLARIN WATER DISTRICT – Philippines**, , Philippines(Jan 2014 to Nov 2014)
- **SALES REPRESENTATIVE, FARMA TRADERS – Philippines**, , Philippines(Apr 2009 to Apr 2013)

EDUCATIONAL BACKGROUND

- **CVSCAFT Clarin Campus**, , **Associate**, 2009, Computer Secretarial

SKILLS

- multitasking
- hardworking
- ms office

PERSONAL BACKGROUND

- **Birthday:** - 1989-01-31