

MA. ROWENA J JAVATE

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WORK EXPERIENCE

- **Document Controller / Logistics Assistant / HR / Admin Assistant & CEO Secretary, Daldhis General Trading LLC**, Dubai, United Arab Emirates(Jun 2020 to Nov 2020)
- **Document Controller / Administrative / Receptionist, Derby Design Engineering Consultancy LLC**, Dubai, United Arab Emirates(Nov 2018 to Mar 2020)
- **Admin Assistant / Secretary / Archives Clerk / Receptionist, Semat City General Trading LLC**, , United Arab Emirates(May 2015 to Mar 2018)
- **Administrative & Executive Secretary, Sound Development Corporation**, , Philippines(Oct 2007 to Feb 2015)
- **Purchasing / Receiving, De La Salle – *College of Saint Benilde***, , Philippines(Apr 2006 to Oct 2007)
- **Quality & Assurance Clerk, SGS Far East Ltd MLO**, , Philippines(Jul 1999 to Jul 2000)

EDUCATIONAL BACKGROUND

- **Arellano University**, , Bachelor of science, 1998, Computer Science

SKILLS

- multitasking
- hardworking
- ms office

PERSONAL BACKGROUND

° **Birthday:** - 1977-12-15