

EMY ROSE M TAMPIS

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WORK EXPERIENCE

- **HR Admin Assistant , F16 Auto Care LLC, , United Arab Emirates**(Dec 2019 to Jul 2020)
- **Secretary Cum Cashier , Spotlight Restaurant & Coffee Shop, , United Arab Emirates**(Sep 2014 to Dec 2018)
- **Admin. cum Receptionist , HRD Technology & Engineering, , Philippines**(Aug 2012 to Aug 2014)
- **Data Encoder , BENCH/ Clothing, , Philippines**(Dec 2010 to Jun 2012)
- **Computer Operator Cum Secretary , Matrix Laboratory LLC, Dubai, United Arab Emirates**(Aug 2008 to Nov 2010)
- **Hotel Receptionist , Broadway Hotel, Dubai, United Arab Emirates**(Apr 2006 to Jul 2008)
- **Sales Coordinator , Tigerobic Industrial Company, Dubai, United Arab Emirates**(Jan 2004 to Mar 2006)

EDUCATIONAL BACKGROUND

- **Granby College of Science and Technology , , Computer Programming , 0,**

SKILLS

- **hardworking**
- **multitasking**
- **ms office**

PERSONAL BACKGROUND

° **Birthday:** - 1985-01-31