

MUYOT MARIE JOYCE D

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WORK EXPERIENCE

- **Encoder (Part Time), Via Medica International Healthcare (Abu Dhabi, U.A.E.)** , Abudhabi, United Arab Emirates(Jan 2021 to Present)
- **Receptionist / Cashier (Part Time), OCR Park - Hudayriat Island (Abu Dhabi, U.A.E.)** , Abudhabi, United Arab Emirates(Nov 2020 to Dec 2020)
- **Guest Service Agent, Etihad Airways Abu Dhabi**, Abudhabi, United Arab Emirates(May 2015 to Nov 2020)
- **Receptionist / Executive Secretary / Document Controller, Architecture and Planning Group (Abu Dhabi, U.A.E)** , Abudhabi, United Arab Emirates(Jan 2013 to Apr 2015)
- **HR Admin Assistant (Internship, Department of Environment and Natural Resources Region IV-B,** , United Arab Emirates(Nov 2011 to Feb 2012)
- **Technical Records Controller and Secretary (Internship), Lufthansa Technik Philippines (Manila, Philippines)** , , Philippines(Feb 2011 to May 2011)

EDUCATIONAL BACKGROUND

- **PATTS College of Aeronautics** , , **Bachelor of Science**, 2012, Airline Operations

SKILLS

- multitasking
- hardworking
- ms office

PERSONAL BACKGROUND

° **Birthday:** - 1992-08-01