

MARY JANE GONZALES

Sharjah

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WORK EXPERIENCE

- **HR Admin. Assistant/ Executive Assistant/ Sales Coordinator/ Shipping Cargo Assistant, NAFFCO FZCO, Dubai, United Arab Emirates(Mar 2012 to Mar 2021)**
- **Receptionist, Admin. Assistant cum Logistics Coordinator, Al Asayel Health & Safety FZCO , Dubai, United Arab Emirates(Mar 2010 to Dec 2011)**
- **Follow up Clerk, Dar Al Fakhama Abaya & Sheila Shop , , Afghanistan(Sep 2008 to Nov 2009)**

EDUCATIONAL BACKGROUND

- **, , Bachelor of Science, 0, Information Technology**

SKILLS

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

PERSONAL BACKGROUND

- **Birthday: - 1977-05-31**