

# GRACE VARGHESE JOY

Sharjah

Email: gracejolly48@hotmail.com

Phone: +971543432846

## WORK EXPERIENCE

- **HR Executive, D Company HR Solutions**, , United Arab Emirates(May 2021 to Present)
- **Data Processing, Plum Information Technology Network Services** , , United Arab Emirates(Apr 2021 to Present)
- **Data Entry Operator, Algebra Online Projects (Part Time)** , , United Arab Emirates(Mar 2021 to Apr 2021)
- **Data and Design as an intern, M-HQ, Dubai**, Dubai, United Arab Emirates(Aug 2018 to Oct 2019)
- **Administration as Intern, Dubai International Writers Center, Dubai**, , United Arab Emirates(Aug 2015 to Aug 2015)
- **IT Department as Intern, Dubai International Writers Center**, , United Arab Emirates(Nov 2014 to Jan 2015)

## EDUCATIONAL BACKGROUND

- **SBS SWISS BUSINESS SCHOOL**, , **BBA**, 2016, International Management
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## SKILLS

- **microgen**
- **viewpoint**
- **workflow max/zero**
- **ms office**

PERSONAL BACKGROUND

- **Birthday:** - 1993-06-20