

SAMANTHA FERNANDES

Dubai

Email: samantha1419@gmail.com

Phone: +971552607681

WORK EXPERIENCE

- **HR Assistant ,Secretary & Admin Coordinator, Dia Trendz DMCC (Jewellery Manufacturing) (Dubai UAE),** Dubai, United Arab Emirates(Nov 2016 to Jun 2021)
- **Front Office Assistant, M.R.Engineering LTD (Goa India),** , India(Aug 2014 to Aug 2016)
- **Admin Assistant Cum Secretary, Sodder Leasing & Holdings Pvt. Ltd (Goa India),** , India(Aug 2010 to Jun 2013)

EDUCATIONAL BACKGROUND

- **Shivaji University, , Mcom, 2010,**
- **Goa University, , Bcom, 2008,**

SKILLS

- **ms excel**
- **and internet application**
- **powerpoint**
- **ms. outlook**
- **ms word**

PERSONAL BACKGROUND

- **Birthday: - 1988-06-14**