

SHIRLEY DOROTEO GALAURA

Dubai

Email: shirleydoroteogalaura@ymail.com

Phone: +971563449864

WORK EXPERIENCE

- **RECEPTIONISTCum CASHIER (Front Office Desk), Car for You, Rent A Car Company, ,**
United Arab Emirates(Sep 2015 to Sep 2017)
- **OFFICE ASSISTANT (Admin), New Indian Model School, ,** United Arab Emirates(Sep 2014 to Present)
- **OFFICE ASSISTANT, Mediclinic Corporate Office , ,** United Arab Emirates(Apr 2013 to Apr 2015)
- **BARANGAY TREASURER / ACCOUNTANT , LOCAL GOVERNMENT UNIT (LGU), ,**
Philippines(Jan 2007 to Dec 2010)

EDUCATIONAL BACKGROUND

- **Ramon Magsaysay Memorial College, , BACHELOR OF SCIENCE AND COMMERCE, 1994,**
Banking and Finance

SKILLS

- multitasking
- ms office
- hardworking

PERSONAL BACKGROUND

- **Birthday: - 1973-01-31**