

SUSEELA SHIJU

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WORK EXPERIENCE

- **Asst. HR Manager, ULO Systems LLC**, Dubai, United Arab Emirates(May 2012 to Dec 2012)
- **Receptionist/Secretary/Purchase Assistant , Irrigation Trade Middle East LLC, Dubai**, Dubai, United Arab Emirates(Jul 2006 to Jun 2007)
- **Operations Assistant/Receptionist, Shepherd International LLC, Dubai**, Dubai, United Arab Emirates(Jan 2006 to Jun 2006)
- **Senior Customer Service Associate / Customer Service Associate, WNS Global Services Private Limited, Pune, India, , India**(Sep 2001 to Aug 2005)

EDUCATIONAL BACKGROUND

- **MG University, , BA, 0, Sociology**

SKILLS

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

PERSONAL BACKGROUND

- **Birthday: - 1973-01-12**