

BINDIYA ALAPE

Dubai

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WORK EXPERIENCE

- **Admin/ HR Coordinator/ Executive Secretary to CEO , Landmark Group – Shoemart -Dubai ,**
, United Arab Emirates(Jun 2016 to May 2020)
- **Executive Secretary to MD, In-Land Builders, Mangalore, India , , India(May 2013 to Nov**
2015)
- **ceptionist cum Customer Service Executive , Mahindra Finance, Mangalore, India, ,**
India(Aug 2012 to Apr 2013)

EDUCATIONAL BACKGROUND

- **Sikkim Manipal University, Mangalore, India, , MBA, 2012,**
- **SDM College of Business Management, Mangalore, India., , Bachelor of Human Resource**
Development, 2010,

SKILLS

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

PERSONAL BACKGROUND

- **Birthday: - 1989-05-23**