

MYLENE M TIZON

Dubai

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WORK EXPERIENCE

- **Receptionist, Hairworks Salon**, , United Arab Emirates(Oct 2020 to Present)
- **Secretary/Receptionist, Imperial Suits Hotel**, , United Arab Emirates(Jan 2019 to Oct 2020)
- **Customer service, Al - Othaim Mall**, , Saudi Arabia(Sep 2016 to Nov 2018)
- **Executive Secretary, Education Links**, , United Arab Emirates(Dec 2014 to Sep 2016)
- **HR Executive, Honda Trading Philippines Ecozone Corp**, , Philippines(Apr 2013 to Oct 2014)

EDUCATIONAL BACKGROUND

- **University of Perpetual Help Rizal Calamba**, , **Bachelor of science**, 2003, Computer Science

SKILLS

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

PERSONAL BACKGROUND

- **Birthday:** - 1981-01-31