

FRITZI MARY ORTEGA

Dubai

Email: ortegafrizmary@gmail.com

Phone: +971545080828

WORK EXPERIENCE

- **ADMIN OFFICER/SECRETARY** , Aitken Marine International, JLT Dubai, UAE, Dubai, United Arab Emirates(Sep 2020 to Jun 2021)
- **HR - ASSISTANT, Alpha Flight Services Sharjah, UAE** , United Arab Emirates(Sep 2019 to Jun 2020)
- **HR / ADMIN SUPERVISOR, Arky Construction and Supply Quezon City, Philippines** , Philippines(Jan 2018 to May 2019)
- **HR/ADMIN ASSISTANT , AUTOHUB GROUP OF COMPANIES, BONIFACIO GLOBAL CITY, PHILIPPINES** , Philippines(Oct 2013 to Dec 2017)

EDUCATIONAL BACKGROUND

- **LYCEUM OF THE PHILIPPINES - GEN. TRIAS, CAVITE, PHILIPPINES** , Bachelor of science, 2013, Foreign Science

SKILLS

- multitasking
- ms office
- hardworking

PERSONAL BACKGROUND

- **Birthday:** - 1990-09-08