

MARIA AURORA VILLELA

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WORK EXPERIENCE

- **ADMIN/LEASING/HR OFFICER, Optitalia Group -Head Office - Business Bay, Dubai , Dubai, United Arab Emirates**(Jan 2019 to Jun 2021)
- **HR /ADMIN Officer, Alpha Optical LLC.-Head Office Abu hail, Dubai, United Arab Emirates**(Apr 2011 to Dec 2018)
- **Internal Monitoring Analyst/Encoder Purchasing Department, Ever Group of Stores - Head Office Recto, Manila Philippines, Manila, Philippines**(Apr 2008 to Mar 2011)
- **Administrative Officer – Check Processing Unit , Banco de Oro Universal Bank- Manila Philippine, Manila, Philippines**(Sep 2007 to Mar 2008)
- **Sales Service Admin -Business Development Dept, Ayala Land International Sales Inc.- Head Office (Real Estate), Manila, Philippines**(Aug 2007 to May 2007)

EDUCATIONAL BACKGROUND

- **PAMANTASAN NG LUNSOD NG MAYNILA , , Business Administration, 2007, Marketing**

SKILLS

PERSONAL BACKGROUND

- **Birthday: - 1987-07-23**