

ELVIE B. MARARAC

UAE

Email: khe_dubai26@yahoo.com

Phone: +971 50 8734606

WORK EXPERIENCE

- **Executive Secretary Cum Document Controller, M/s Parsons Overseas Limited** , , United Arab Emirates(Feb 2016 to Dec 2018)
- **PA / Administrative Executive Secretary , Direct to Sr. General Manager (Head Office) Al Quoz, Dubai-UAE ETA-Ascon Group of Companies LLC**, Dubai, United Arab Emirates(Jul 2008 to Dec 2015)
- **Receptionist cum Administrative Asst. , ETA-Ascon Building Division** , , United Arab Emirates(Jun 2005 to Jun 2008)

EDUCATIONAL BACKGROUND

- **Mindanao State University-Iligan City, Philippines (MSU-IIT)** , , Associate in Metallurgical Engineering (UG) , 0,

SKILLS

PERSONAL BACKGROUND

- **Birthday:** - 1992-01-31