

# IRENE ELLAZAR

Dubai

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## WORK EXPERIENCE

- **Administrative Assistant/ Receptionist/HR Assistant/Document Controller, MADEENA ALFUNOON ELECTROMECHANICAL LLC, , United Arab Emirates(Apr 2013 to Present)**

## EDUCATIONAL BACKGROUND

- **Palawan State University, , Bachelor of science, 2010, Business Administration**

## SKILLS

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

## PERSONAL BACKGROUND

- **Birthday: - 1990-03-19**