

REA MENDEZ

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WORK EXPERIENCE

- **Admin Assistant cum Receptionist, Coleman Line Middle East Shipping LLC**, Dubai, United Arab Emirates(Apr 2021 to Sep 2021)

EDUCATIONAL BACKGROUND

- **Universidad de Manila**, Manila, **Bachelor's in Public Administration**, 2016, Public Administration

SKILLS

- **administrative assistance**
- **receptionist**
- **administrative assistance**

PERSONAL BACKGROUND

- **Birthday:** - 1997-04-20