

LANI L. UNTALAN

Dubai

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WORK EXPERIENCE

- **SENIOR RECEPTIONIST & ADMINISTRATIVE ASSISTANT , Gold's Gym International**
Dubai – Business Village Clock Tower, , United Arab Emirates(Feb 2006 to May 2020)

EDUCATIONAL BACKGROUND

- **System Technology Institute., , Graduation, 1998, Computer Programming**

SKILLS

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

PERSONAL BACKGROUND

- **Birthday: - 1978-04-17**