**Shirley**

**Office Assistant/Receptionist/Office Girl/School Attendant**

Abu Dhabi

[Shirley.303693@2freemail.com](mailto:Shirley.303693@2freemail.com)

To obtain a career opportunity in the field of related activities and any challenging position with a professional dynamic an established organization, where my dedicated & hard will gain position substantial responsibility

WORK EXPERIENCE

**Office Assistant**

Royal Enterprises - Abu Dhabi

**Family Cook**

Abu Dhabi - July 2012 to October 2014

2012to2014

**Franchise Manager Personal Collection**

- 2005 to 2012

**Owner Operator Vehicle for Hire**

- 2000 to 2012

**Cashier Secretary Derma Phils Philippines**

- 1994 to 1998

SKILLS

Microsoft Word (3 years)

CERTIFICATIONS

**FRANCHISE MANAGER / FRANCHISE DEALER**

Managing downlines, sales, recruiting,selling products of PERSONAL COLLECTIONS PHILIPPINES

ADDITIONAL INFORMATION

I do not have any CERTIFICATE with me but I can work hard nor even harder in my field based on my experienced in different types of duties and responsibilities, I have experienced in office field such as doing E-mails, sending fax, receiving fax, phones calls both incoming and outgoing, received quest in proper manner, assisting guest as per demands, I am fluent in English both oral and written, I can understand Arabic: average and other fields such as hospitality,domestic,salon, cosmetics agent, cashiering, or even on farm fields by means of livestock, vegetable, fisheries. I believed that I can work with the organization who trust my capacity with less supervision and as a team.