**CURRICULAM VITAE**

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**RUBY**

Dubai, U.A.E.

Email: **ruby-393830@2freemail.com**

**Post Applied: ANY SUITABLE JOB**

**CAREER OBJECTIVES:**

To obtain a challenging and responsible position in an organization where I can utilize my capability and experience, which would contribute to the growth and success of the organization.

**WORKING EXPERIENCE**:

* 03 Months working experience as **a Office staff in Samar**.
* 03 Months working experience as **a Office Assistance in Philippines.**
* 04 Months working experience as **a Assistance Social worker in Philippines**.
* 04 Months working experience as a **On Job Training/office work** in Philippines.
* 01 Years working experience as **a Credit enterprise Officer**, **in Philippines.**
* 01 Years working experience as a **School Cashier in Philippines.**
* 02 Years working experience as **a cashier at Muscat.**
* 02 Years working experience as**a Receptionist at Muscat.**
* 01 Years working experience as **a Personal Secretary in Philippines.**
* 01 Month training as **a caregiver in Malaysia.**
* 02 Years working experience as **a Personal Secretary in United Arab of Emirates.**

**EDUCATIONAL QUALIFICATION:**

* Bachelor’s Degree (major in Banking and finance)

**PERSONAL DETAILS**:

* Religion : MUSLIM
* Nationality : PHILIPPINES
* Date of Birth : 03/09/1988
* Marital Status : MARRIED
* Languages known : ENGLISH,TAGALOG,BASIC ARABIC
* Visa Status : EMPLOYMENT VISA ( NOC AVAILABLE)

**PASSPORT DETAILS:**

* Place of Issue : DFA NCR NORTH PHILIPPINES
* Date of Issue : 27/11/2016
* Date of Expiry : 26/11/2021

**PERSONAL APPRAISAL**:

* Good organization skills.
* Able to work under pressure and meet deadlines.
* Team work.

**DECLARATION**

I hereby declare that all the above information is true and correct to the best of my knowledge and belief and I am ready go carry out any tasks.