



May Claveria Reyes

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UAE License No & Type: XX92276 / AUTOMATIC

OBJECTIVE:

To work in a company where it encourage its people to take their own initiative, be creative and dynamic to their job. In this manner I could gain valuable experience and be able to utilized the knowledge to its fullest existence.

EMPLOYMENT HISTORY:

Prime Insurance Brokers LLC

Secretary / Insurance Coordinator
Abu Dhabi, United Arab Emirates
November 2016 to November 2021

- Direct reporting to CEO
- Provide secretarial and administrative assistance
- Arrange minutes of meeting
- Receive, direct and relay telephone messages and fax messages Fax, scanning and filling of documents.
- Assist in the planning and preparation of meetings, conferences and conference Telephone calls.
- Handing all confidential outgoing and incoming documents
- Process all documents needed for making Health Insurance Card
- Motor Insurance Invoicing through Praktora system
- Ensure that all information contained in the records is accurate and that no discrepancies exist.

- Making sure that there's no delay for processing of all document to avoid penalty.

Profile Recruitment / Zain Recruitment

Visa / Passport & Insurance Processor
Abu Dhabi, United Arab Emirates
March 2012 to November 2016

- Receive, direct and relay telephone messages and fax messages Fax, scanning and filling of documents.
- Process all documents needed for making passport & visa.
- Ensure that all information contained in the records is accurate and that no discrepancies exist.
- Making sure that there's no delay for processing of all document to avoid penalty.
- Maintain the general filing system and file all correspondence.
- Assist the Executive Director and other staff as requested.
- Provide administrative services for the Executive Director.
- Assist in the planning and preparation of meetings, conferences and conference Telephone calls.

Al Habtoor Interiors

Secretary
Al Quoz Dubai, United Arab Emirates
April 2011 up to January 2012

- Encode all outgoing documents into computers
- Handing all confidential outgoing documents
- Fax, scanning and filling of documents
- Assist all incoming call
- Check the drawing to be issued internal & external
- Provide secretarial and administrative assistance
- Arrange minutes of meeting
- Manage incoming / outgoing correspondence and administrative data, In order to ensure accessibility of all information

Al Habtoor Leighton Group

Secretary / Receptionist
Secretary to the Engineering Manager
Al Quoz Dubai, United Arab Emirates
April 2010 up to January 2011

- Encode all outgoing documents into computers
- Handing all confidential outgoing documents
- Fax, scanning and filling of documents
- Assist all incoming call
- Check the drawing to be issued internal & external
- Provide secretarial and administrative assistance
- Arrange minutes of meeting

- Produce productivity report
- Develop man hour record chart for all X-steel detailers and engineers
- Manage incoming / outgoing correspondence and administrative data, In order to ensure accessibility of all information

(UCPB) United Coconut Planters Bank

Data Encoder
Cainta Rizal Philippines

- Input list of items, numbers or other data into computers of complete forms that appear on a computer screen
- Manipulate existing data, edit current information or proofread new entries into a data base for accuracy
- Verify data and prepared material from printing

Hilton Garments

Data Encoder
Pasig City Philippines

- Input list of items, numbers or other data into computers of complete forms that appear on a computer screen
- Manipulate existing data, edit current information or proofread new entries into a data base for accuracy
- Verify data and prepared material from printing

Educational Attainment:

Technological Institute of the Philippines
Bachelor of Science in Computer Science
College – Philippines

Roosevelt College
Marikina City
Secondary – Philippines

Calumpang Elementary School
Calumpang Marikina City
Elementary – Philippines

Personal Data:

Birthday : May 18, 1984
Place of Birth : Marikina Philippines
Height : 5'0
Weight : 110 lbs.
Religion : Roman Catholic
Citizenship : Filipino
Passport No : P9000217A

Reference:

Available on request