



# May Claveria Reyes

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UAE License No & Type: XX92276 / AUTOMATIC

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## **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
- Handling 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
- Handling 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