



Aimee Reyes

Mobile Number: 050 2698228

OBJECTIVE

To work in a highly reputable company where I can make significant contributions to its growth by sharing my knowledge in the field of administrative jobs. A document controller with a proven ability to establish and maintain an effective filing and archiving system for paper and electronic documents and files in accordance with company and archiving procedures.



ADDRESS

Dubai
United Arab Emirates



PHONE NUMBER

+971 50 269 8228



EMAIL ADDRESS

aimee.j.reyes@gmail.com



DRIVER'S LICENSE

Philippines & UAE

EXPERIENCE

January 2017 – Present

Document Controller • Studio International Engineering Consultants • Dubai, UAE

Project Name : Maryam Gate Residences (Sept. 2021 to January 2022)
Client : **EAGLE HILLS**

Project Name : Maryam Beach Residence (Dec 2019 to June 2021)
Client : **EAGLE HILLS**

Project Name : Innovation Hub Bldg. A & B - Media City (Jan 2017 to Dec 2019)
Client : **TAMDEEN**

March 2016 – January 2017

Document Controller • Dynamic Engineering Consultants • Dubai, UAE

Project Name : MOTIONGATE (Dubai Parks & Resorts)
(March 2016 – Aug 2016)
Client : **MERAAS**

Project Name : TRUMP International Golf Clubhouse
(Aug. 2016 to January 2017)
Client : **DAMAC Crescent Properties**

February 2015 – March 2016

Document Controller • Bin Shafar Contracting LLC • Dubai, UAE

Project Name : BOLLYWOOD PARKS – Back of House
(19 Feb 2015 – 2 March 2016)
Client : **MERAAS**

June 2013 – February 2015

Admin Assistant/Document Controller • Brooklands Pensions • Dubai, UAE

March 2012 – March 2013

Receptionist/Switchboard Operator • Dongtian Building Materials and Trading • Dubai, UAE

Duties and Responsibilities:

- Copy, scan and store documents as organize as required
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal and external teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare minutes and reports on projects as needed



CIVIL STATUS

Single



VISA STATUS

Employment Visa



NATIONALITY

Filipino

EDUCATION

- Coro Doloroso Career Center, Alabang, Muntinlupa, Philippines
Computer Secretarial Course
- Zabeel Institute, BurDubai, Dubai, UAE
 - Document Controller (UAE Ministry of Education Certificate)
 - Executive Secretary / Administrative (UAE Ministry of Education Certificate and London, UK Diploma)

SOFTWARE/SKILLS

- ✓ PMWeb
- ✓ Microsoft Office (Word, Excel, Powerpoint)

SEMINARS

January 9, 2009

Customer Service • Zabeel Institute • Dubai, UAE

January 5, 2009

Leadership • Zabeel Institute • Dubai, UAE

REFERENCES

Available upon request.