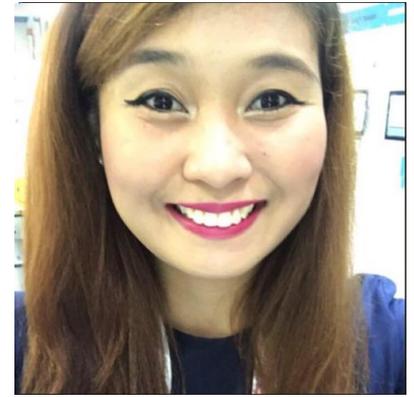


**Ma. Teresa U. Reyes**

Bldg. No. 8 Muroor Road, near Al Falah Plaza

Level R Flat no. 1301, Abu Dhabi, UAE

Contact details: 0505671509; [teresa\\_reyes12@yahoo.com](mailto:teresa_reyes12@yahoo.com)

**References:****Ms. Jennica Saet**

HR Executive - 02 671 0170 extension 213

**Endorsement:**

**"She is diligent and responsible"**

**Mr. Amer Al Khateeb**

Sales Manager – ELV 055- 912 -3253

**Endorsement:**

**"I can attest to this candidate's work ethic, drive and integrity. If hired, they would be an excellent addition to our team"**

It has always been my life mission to contribute my talents and skills to the world. I believe that God has made us to live and contribute. We live to work and not work to live. I find joys at work. I am confident my skills and values would be an asset to the company. It would be an honor to have the opportunity to be a part of your team.

**Experiences:****1. Smart Vision for Information Systems, Secretary from March 2015 to present**

Duties and responsibilities:

- Supporting high level executives and management or an entire department (E-Asset, ELV and Sales)
- Providing administrative support and performs numerous duties including scheduling, writing correspondence, emailing, handling visitors, routing callers and answering questions and requests.
- Acting as a coordinator of company's exhibitions and promotions usually held in Dubai and coordinating office management activities as well as committees and task force.
- Scheduling meetings and arranging conference rooms or places of venues and alerting manager about cancellations of meetings/appointments or new meetings and preparing agenda for meetings.
- Determining matters of top priority and handling them accordingly.
- Operating machines such as computers, photo copy machines, scanner, printer labels etc.
- Planning events and volunteer activities.
- Maintaining proper office procedures and raising MIR for office supplies and needs
- Search for possible opportunities for sales quotations and requirements.
- Covers the Sales Coordinator while she is on vacations.
- Send quotation for consumables
- Submit tender online and hardcopy (online portals)

**2. Premier Inn LLC, Receptionist from August 2011 to February 2015**

Duties and responsibilities:

- Dealing with Bookings by phone, email, fax and or face to face
- Completing procedure when guest arrive and leave
- Choosing rooms and handling out keys
- Taking and bills and payment
- Dealing with complaints and problem
- I was under Hotel Administration Training Development Plan from Feb. 2014 to Feb 2015

Awarded with Bachelor of Science in Tourism at Bachelor of Science in Tourism at Polytechnic University of the Philippines, Sta. Mesa, Manila 2009