

EILEEN GRACE REYES

Dubai United Arab Emirates

Email: aileengracereyes08@yahoo.com

Phone: +971523490293

WORK EXPERIENCE

- **Secretary, HR & Accounts Assistant, AL AMEEN GENERAL TRADING LLC**, Al ameen, United Arab Emirates(Oct 2020 to Present)
- **Freelance Telesales Executive, IDP EXHIBITION & EVENTS**, , United Arab Emirates(Jun 2019 to Aug 2019)
- **Administrative Assistant/ Receptionist Document Controller, Emirates Roads Contracting LLC**, , United Arab Emirates(Jun 2015 to Jan 2019)
- **Freelance English & Japanese Online Tutor, Homebased Online tutorial**, , United Arab Emirates(Mar 2012 to Apr 2015)
- **Department Secretary & Administrator, AEGIS PEOPLE SUPPORT**, , United Arab Emirates(Jan 2011 to Feb 2012)
- **Warehouse Staff/ Trainee, Quality Controller, KONIKE TRANSPORT CO. LTD JAPAN**, , Japan(Oct 2009 to Oct 2010)

EDUCATIONAL BACKGROUND

- , , **Fundamentals of Digital Marketing**, 2020,
- **DLSU**, , **BS**, 2008, Business Administration Management

SKILLS

- **tally erp**
- **nitro software**
- **hr operations & basic knowledge in labour laws**
- **ms office**

PERSONAL BACKGROUND

- **Birthday:** - 1987-01-31