

# REAGAN VELASCO

Dubai

Email: reaganmvelasco@gmail.com

Phone: +97158 8757720

## WORK EXPERIENCE

- **Admin- Sales Coordinator, Q2 General Cleaning Services LLC**, , United Arab Emirates(Mar 2020 to Aug 2020)
- **Real Estate Admin Coordinator & PA, Al Mashreq Properties - JBR**, , United Arab Emirates(Mar 2019 to Mar 2020)
- **Executive Secretary cum Receptionist and Office Administrator, Live Nation Middle East FZ-LLC**, , United Arab Emirates(Mar 2017 to Mar 2018)
- **Cashier Sales Executive, Office Centre LLC**, , United Arab Emirates(Feb 2016 to Feb 2017)
- **Office Manager - Administrator, MERALCO - Manila Electric Company**, Manila, Philippines(Aug 2010 to Dec 2015)

## EDUCATIONAL BACKGROUND

- **UNIVERSITY OF CALOOCAN CITY**, , **Bachelor of science**, 2010, Managerial Accounting

## SKILLS

- nav vision & mycrm
- hris
- excel and powerpoint; sap – bpc
- word
- outlook

## PERSONAL BACKGROUND

° **Birthday:** - 1988-01-31