

MA. TERESA U REYES

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

Email: teresa_reyes12@yahoo.com

Phone: +971505671509

WORK EXPERIENCE

- **Secretary, Smart Vision for Information Systems**, , United Arab Emirates(Mar 2015 to Present)
- **Receptionist, Premier Inn LLC**, Dubai, United Arab Emirates(Aug 2011 to Feb 2015)

EDUCATIONAL BACKGROUND

- **Polytechnic University** , , **Bachelor of science**, 2009, Tourism

SKILLS

- **multitasking**
- **hardworking**
- **ms office**

PERSONAL BACKGROUND

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