





Reagan Velasco

Admin/Receptionist/Sales/Accounts and HR Assistant

  058 8757720

 reaganmvelasco@gmail.com

SUMMARY

- Experience as Sales Admin Coordinator for Cleaning/Disinfection Company and All-around Agent in Real Estate – Sales and Rentals
- More than 5 years of Office Administration, Secretarial and PA to Managing Director
- About 3 years of Sales experience, HR/Accounts Assistance, Procurement, & effective Customer Service handling
- Real Estate Admin, Health Center Concierge, Basic Accounting, Petty Cash handling and Processing of Contractor's billing – Generate Quotations
- Knowledgeable in Windows software systems, Microsoft Office products – Outlook, Word, Excel and PowerPoint; SAP – BPC, HRIS, NAV vision & MyCRM
- Excellent English written and verbal skills to communicate with all levels of the organization

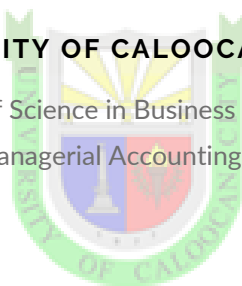
EDUCATION

2006 - 2010

UNIVERSITY OF CALOOCAN CITY

Bachelor of Science in Business Administration

Major in Managerial Accounting



EXPERTISE

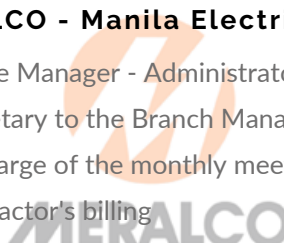
EXCEL, WORD, POWERPOINT, SALES, QUOTATIONS, BILLING, INVOICING, ADMINISTRATION, CUSTOMER SERVICE, ORGANIZATION

CAREER

2010 - 2015

MERALCO - Manila Electric Company

- Office Manager - Administrator
- Secretary to the Branch Manager
- In-charge of the monthly meeting, annual budgeting, contractor's billing



CAREER

**2020 - March to
August**

Q2 General Cleaning Services LLC

- Admin-Sales Coordinator
- Generate quotations - Sales closing deals via emails, phone calls and WhatsApp
- Service coordination between client and operations team and/or marketing partners
- Service reports, Invoicing, follow up on receivables, and database organizing

2019-2020

Al Mashreq Properties - JBR

- Real Estate Admin Coordinator & PA
- Publish listing in Property Finder & Dubizzle through MyCRM
- Prepare NOC, Tenancy Contract, register in Trakheesi, Apartment Photographer
- Attend to clients in viewing the apartments
- Database management and organization

2017-2018

Live Nation Middle East FZ-LLC

- Executive Secretary cum Receptionist and Office Administrator
- Personal Assistant to Managing Director/s
- Booking of Hotels, Flights, visa applications and cancellations, and car service transfers
- Prepare/submit MDs and Senior Managers expense claims
- Receptionist and General Admin tasks – supplies inventory management, HR Assistant and liaising, Hotels, Flights, and car service bookings for Guests and all other employees

2016-2017

Office Centre LLC

- Cashier Sales Executive (indoor, outdoor, webchat sales, and tele sales)
- Before/after-sales customer service: customer complaints and assistance
- Purchase assistant – sourcing of suppliers/products for special orders and additional items
- Training the new employees on how to use and navigate the systems software
- General sales tasks – websales, tele sales, sales consolidation and reporting, Delivery dispatch

I hereby declare that all information above are true and correct to the best of my knowledge and belief.

Reagan M. Velasco

Applicant