

RENA JEANE ORQUIEA JAYME

Admin | Executive Secretary | Personal Assistant

〒 Dubai, UAE | ☎ +971 52 728 6477 | ✉ nicestaa@gmail.com
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PROFESSIONAL EXPERIENCE

OXFORD POWER CONTRACTING LLC – DUBAI, UAE

Admin / Office Secretary

📅 MARCH 2023 – PRESENT

- Serve as the primary point of administrative and operational support to the Managing Director, ensuring seamless daily business coordination.
- Manage executive schedules, correspondence, confidential records, and internal communications with high accuracy and discretion.
- Lead recruitment administration, including visa processing, medical insurance coordination, and onboarding documentation in compliance with UAE labor regulations.
- Maintain and renew critical corporate documents such as Trade Licenses, Ejari/Tenancy Contracts, Establishment Cards, and other statutory records.
- Liaise with government authorities, PROs, suppliers, and external partners to ensure timely approvals and uninterrupted operations.
- Improve office efficiency by streamlining document control systems and administrative workflows.

Hattan Investment LLC – Dubai, UAE

Customer Service / Receptionist / Cashier

📅 December 2022 – March 2023

- Handled incoming phone calls and email inquiries professionally
- Managed calendar scheduling and booking coordination
- Conducted cashiering transactions and maintained financial accuracy
- Provided front-line customer support, enhancing guest experience

Lagare Emergency Clinic – Philippines

Medical Clerk

📅 April 2019 – August 2022

- Managed and updated patient records and master index
- Retrieved and delivered medical charts to designated departments
- Ensured timely communication with healthcare providers regarding records availability

ADDITIONAL INFORMATION

Hobbies & Interests: Office organization, document management, professional development, time management.

PROFESSIONAL SUMMARY

A dynamic and dedicated administrative professional with proven experience in office support, customer service, and executive assistance. Skilled in managing day-to-day operations, handling sensitive documentation, coordinating with cross-functional teams, and ensuring top-tier service delivery. Known for flexibility, adaptability, and a proactive approach to problem-solving. Passionate about professional growth and committed to excellence in every role undertaken.

CORE SKILLS

- Executive & Administrative Support
- Office & Document Management
- Visa & Recruitment Coordination
- Calendar & Email Management
- Professional Correspondence
- UAE Compliance & PRO Coordination
- Time Management & Multitasking
- Confidentiality & Attention to Detail

EDUCATION

WESTERN MINDANAO STATE UNIVERSITY

BACHELOR OF SCIENCE – MAJOR IN COMPUTER SCIENCE

Location: Zamboanga City, Philippines

Graduation Date: March 2020