

RHEA DEITA SAMPAYAN

Alayah, Ibra, Oman

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PERSONAL INFORMATION:

Birthdate: September 25, 1984

Birthplace: Bagong Barrio, Caloocan City

Height: 5ft.

Weight: 57kg.

Civil Status: Married

Religion: Christian

Nationality: Filipino

EDUCATIONAL BACKGROUND:

	Year (from) – (to)
College	
Course: Diploma of Science in Computer Science	2002 – 2004
School: Montessori Professional College	
Address: Caloocan City	
Secondary	
School: Tugatog National High School	1997 - 2001
Address: Tugatog, Malabon City	
Elementary	
School: Epifanio delos Santos Elementary School	1991 - 1997
Address: Tugatog, Malabon City	

EMPLOYMENT HISTORY:

Position: Executive Coordinator

Company: A' Sharqiyah University

Address: North Sharqiyah, Ibra, Oman

Date: May 16, 2017 to present

Job Description / Duties and Responsibilities:

- Involve in the coordination and implementation of office procedures and responsibility for specific tasks.
- Answers telephone calls take messages and refer calls to appropriate staff members.
- Maintaining VC's calendar schedules, meetings and reminding VC for calendar schedules and other important matters that need immediate action.
- Draft response for external letters and formalizes the same.
- Prepares Itinerary for VC and/or Delegates as and when required as necessary arrangements for the travel including visa, ticket and hotel accommodation.
- Prepares the agenda of the meetings and prepares the minutes of the meetings requested to attend with.
- Communicate with the VC's local and international conferences/workshops and prepares the itinerary.
- Booking meeting rooms for various departments for the dates as required by them.
- Ordering and maintaining stationery and office supplies as per the requirement.
- Any other duties assigned by the Line Manager.

Position: Office Secretary

Company: Our Lady of Fatima University

Address: Marulas, Valenzuela City

Date: September 1, 2015 – February 2017

Job Description / Duties and Responsibilities:

- Prepares and edit correspondence, reports and other material as requested.
- Encodes letters, memos and other documents required.
- Greet and assists visitors, receives and screen telephone calls
- Maintains filing and record-keeping systems and reference manuals.
- Maintains staff calendars and schedules appointments, meetings and conferences.
- Performs other functions as may be deemed necessary by the Dean and immediate supervisor.

Position: Office Secretary/Computer Encoder

Company: Department of Agrarian Reform

Address: Elliptical Road, Diliman, Quezon City

Date: August 15, 2005 – August 30, 2015

CHARACTER REFERENCES:

Mr. Said Al Aamri

Director-Vice Chancellor's Office
A' Sharqiyah University, Ibra, Oman
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C/E Antonio F. Ballester

Head, Marine Engineering Department
OLFU-CME
Tel. number: 292-3183

Ms. Sherre-May H. Tinguán

Legal Officer
Bureau of Customs
CP no. 0926-3906830