**SHERYL**

Email Add: [Sheryl.330231@2freemail.com](mailto:Sheryl.330231@2freemail.com)

**CAREER OBJECTIVE**

To gain further exposure ,experience and develop my skills in my chosen field.

**PERSONAL INFORMATION**

Gender : Female

Birth date : July 31, 1981

Citizenship : Filipino

Religion : Roman Catholic

Language : English and Tagalog

**EMPLOYMENT HISTORY**

**Receptionist/Secretary**

Alnajiya Stationery, Abu Dhabi UAE (April 2015 to Present)

**Responsibilities include:**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.

**Cleaner**

*Ready Maids Company, Dubai,UAE (March 2013 to March 2015)*

**Responsibilities included**:

* Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
* Perform and document routine inspection and maintenance activities
* Carry out heavy cleansing tasks and special projects
* Notify management of occurring deficiencies or needs for repairs
* Make adjustments and minor repairs
* Stock and maintain supply rooms
* Cooperate with the rest of the staff
* Follow all health and safety regulations.
* Training induction for new cleaners within the company as required.

**Customer Service Representative**

*Advance Contact Solutions Inc., Calamba, Laguna (July 2007 to December 2008)*

**Responsibilities included**:

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
* Recommends potential products or services to management by collecting customer information and analyzing customer needs.
* Attracting new customers by answering product and service related questions.
* Suggesting information about additional product and service opportunities.

**Sales Clerk**

*SM Lucena, Lucena,Philippines (February 2006 to October 2006)*

**Responsibilities included**:

* Obtains or receives merchandise, totals bill, accepts payment, and makes change for customers in retail store such as tobacco shop, drug store, candy store, or liquor store: Stocks shelves, counters, or tables with merchandise.
* Sets up advertising displays or arranges merchandise on counters or tables to promote sales.
* Stamps, marks, or tags price on merchandise.
* Obtains merchandise requested by customer or receives merchandise selected by customer.
* Answers customer's questions concerning location, price, and use of merchandise.
* Totals price and tax on merchandise purchased by customer, using paper and pencil, cash register, or calculator, to determine bill.
* Accepts payment and makes change.
* Wraps or bags merchandise for customers.
* Cleans shelves, counters, or tables.
* Removes and records amount of cash in register at end of shift.
* May calculate sales discount to determine price.
* May keep record of sales, prepare inventory of stock, or order merchandise.
* May be designated according to product sold or type of store.

**Waitress/Server**

*Jollibee, Calamba, Laguna, Philippines (December 2005to July 2006)*

**Responsibilities included**:

* You must always be jolly, attentive and fast.
* You must ensure that the customers are satisfied in your service.
* Providing effective and exceptional service to customer's.
* You must always maintain your station clean and organize according to jollibee standards.

**Production Operator**

Ionics Ems Calamba Laguna Philippines (September 2000 to December 2005)

**Responsibilities Included:**

* Conducts daily maintenance of tools, fixtures and workstations.
* Follow strict procedures for Electrostatic Discharge (ESD)
* Read ECOs and stationary planners (work instructions)
* Order parts from stockroom.
* Perform all other duties as assigned.

**EDUCATIONAL ATTAINMENT**

**Tertiary**  *(Year 2000)*

Computer System Technology Center

2 years vocational graduate

Computer Programming

(Business Management w/ Computer)

Atimonan, Quezon

**Secondary** *(Year 1998)*

Atimonan National Comprehensive High School

Atimonan, Quezon

1998

**Primary**  *(Year 1994)*

Atimonan Central School

Atimonan, Quezon

**SPECIAL SKILLS**

Microsoft windows, Microsoft office including MS Word and PowerPoint and Internet and Email applications

**REFERENCES**

Available upon request