

**Sharon**

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**Tourist Visa (January-March 2017)**

**Address:** Deira, Dubai UAE

To build a career in an environment that will give me an opportunity to improve my knowledge and enhance my skills of the art and technology. Be a part of a team that excels and work towards the growth of the organization and gives me a personal satisfaction.

**SKILLS & INTEREST**

 English literate and writing skills

 Mastery of Microsoft Office programs. Fast learner of computer software and system.

 Willing to try new things and interested in improving efficiency on assigned tasks.

 Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.

 Speaking Filipino, English and basic Mandarin.

**EDUCATIONAL BACKGROUND**

Short Course: **St. Augustine School of Nursing**

2008-2009

Professional Caregiver

College Education: **Wesleyan University- Philippines**

1996- 2000

Bachelor of Science in Computer Science

High School Education: **Granary CO-Educational Institution**

1992-1996

Elementary: **Granary CO-Educational Institution**

1986-1992

**WORK EXPERIENCES**

1. **Receptionist/Secretary/Accounts**:

2014-2016

Deira Gold Souk Dubai, UAE

* Catering ingoing and outgoing calls.
* Drafting correspondent letters and emails.
* Relaying phone call messages.
* Processing bills/invoices via Ornate Software.
* Managing all administrative and clerical works.
* Handling company accounts, petty cash,cheques and banks transaction.
* Responsible for assisting clients and visitors inquiries.

2. **Factory Worker**:

**Silitech Corporation**

2011-2013

Taipei, Taiwan

* Quality Control
* Machine operator

3. **Administrative Staff:**

**Metrocity Corporation**

2005-2011

Rizal, Nueva Ecija Philippines

* Control all the documents and filing.
* Sending letter and reminding clients before their dues.
* Receiving phone calls & relaying messages.
* Responsible for the office equipments and supplies.
* Performing all administrative works.

I hereby certify that the information above is true and correct.