

Name : **Sherryl**

Email Address: **Sherryl.338144@2freemail.com**

**Objective:**

To obtain a position that will enable me to use my strong organizations skills, educational background and ability to work well with other people.

**EDUCATIONAL QUALIFICATIONS:**

**COLLEGE**  : **BACHELOR OF SCIENCE IN ACCOUNTANCY (BSA)**

 Year Graduated - 2000

 **HOLY ANGEL UNIVERSITY**

Stop. Rosario Street, Angeles City.2009

 Philippines

**Highlights: Technical Skills:**

Multi-Line Phone system expert Microsoft Word

Details Oriented Microsoft Excell

Security Process Microsoft Outlook

Mail and Packaging delivery Microsoft windows 2000/XP

Microsoft office suite

 **WORKS EXPERIENCE:**

Position: **Admin Support /Receptionist**

Coverage Date: November – 24, 2013 to January 24,2017

Company **SHINRYO CORPORATION MIDDLE EAST-**

Abu Dhabi Airport - Midfield Terminal Project.

**Job Description:**

- Welcomes visitors by greetings them, in person or on telephone; answering or referring inquires.

- Directs visitors by maintaining employee and department directories; giving instructions.

- Maintains security by following procedures; monitoring logbook; issuing access visitor’s badge.

- Maintains telecommunications system.

- Maintains safe and clean reception area by complying with procedures, rules, and regulations.

- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

- Contributes to team effort by accomplishing related result as needed.

- Monitoring and in charge of drivers schedule of staff and Japanese.

- Ticketing and booking of hotels reservations.

- Monitoring and maintain inventory of office supplies and pantry supplies.

- Maintain general filing system, sort and record mails properly

-Dissemination of memorandum received from ADAC PD Sec. including violations and penalties.

Position: **Customer Service Specialist**

Coverage Date: July 2013 to November 2013:

Company**:** **NUPON TECHNOLOGY PHILS. CORP.**

4C Alba East Tapinac Olongapo City

Telephone no: 047-6250162

**Job Description:**

- Monitoring and maintaining inventory stocks.

- Encode and Maintain office file documents.

- Monitoring for Collections.

-Ensure customer satisfaction by meeting customer needs in courteous and timely manner.
-Track, follow-up and resolve customer’s outstanding issues in a timely fashion.
-Develop customer service programs in order to provide outstanding service.
-Prepare documentation and reports on routine customer correspondence for future reference purpose.
-Conduct customer surveys about the company’s service so as to obtain feedback.
-Communicate customer feedback to technical and marketing teams in order to develop processes for better serving customers.
-Maintain weekly reports on customer inquiries, responses and feedback so as to develop customer service analytics and trends.

Position: **Accounting Staff**

Coverage Date: August 2007 to June 2013

Company: **KAMISETA - SM CLARK & SM PAMPANGA**

Verman Carpark, Miranda Street, Angeles City 2009

**Job Description:**

-Type and word-process various documents and electronic information.

-Manage, organize, and update relevant data using database applications.

-Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations and effective service to connecting groups.

-Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.

Position: **Secretary / Cashier:**

Company: **BEST SERVICE MOTOR CORPORATION:**

516 SHAW BOULEVARD MANDALUYONG CITY:

Coverage Date: January 2000 to August 2006:

**Job Description:**

-Answer customers' questions, and provide information on procedures or policies.

-Compute and record totals of transactions.

-Greet customers entering establishments.

-Issue receipts, refunds, credits, or change due to customers.

-Maintain clean and orderly checkout areas.

-Offer customers carry-out service at the completion of transactions.

-Process merchandise returns and exchanges.

-Receive payment by cash, check, vouchers, or automatic debits.

-Resolve customer complaints.

-Sort, count, and wrap currency and coins.

-Calculate total payments received during a time period, and reconcile this with total sales.

-Stock shelves, and mark prices on shelves and items.

-Pay company bills by cash, vouchers, or checks.

 **Personal Information**

 Born : January 5, 1977 Age : 38 yrs. Old

Civil Status: Married Height : 5’2

Visa Status: Residence (Company) Visa

**Ideal Next Job**: Ideal to all offers

**Language**: **English -** read and write and speak fluently

**Nationality**: Philippines/Filipino

**Availability: Immediate**