**SHARON**

Filipino Nationality

C/o-Mobile Number: +971505891826

E-mail Address: [Sharon.345301@2freemail.com](mailto:Sharon.345301@2freemail.com)

**POSITIONED APPLIED:** Any suitable position

**CAREER OBJECTIVE**

To apply for a challenging position that would enhance my capabilities and widen my experience into a multinational and highly demanding environment and to endow myself with other oppurtunitiesin order for me to achieved my goals and broaden my horizon.

**QUALIFICATION**

* Housekeeper
* Secretary
* Layouting operator
* Burnishing operator

**PROFESSIONAL EXPERIENCE**

**HOUSEKEEPING**

Accuro Specialist Support Services

Al Shafar Investments Building Al Quoz Industrial Area

PO 283923 - Dubai

April 29, 2015 up to present

**Duties and Responsibilities**

* Cleaning
* Organizing

**OFFICE SECRETARY AND SITE SECRETARY**

October 27, 2013 – November 6, 2014

Woojin E&C Inc.

Unit H 2nd floor Westgate Tower Condominium

Investment Drive Madrigal Business Park,

Muntinlupa City

**Duties and Responsibilities**

* Monitoring the attendance of workers
* Giving a tool box meeting
* Checking of worked they finished everyday
* Making payroll
* Daily report

**OFFICE SECRETARY AND SITE SECRETARY**

July 13, 2013 – September 28, 2013

HNC Phils Const. Inc.

Muntinlupa City – Buencamino St.

Alabang-Zapote Road Muntinlupa City

Contact Number: +63 915-467-8964

**Duties and Responsibilities**

* Monitoring the attendance of workers
* Making payroll
* Daily report

**BUNISHER OPERATOR**

October 2011 – September 2012

Philippine Epson Optical Inc.

Gateway Business Park

Javalera General Trias Cavite

**Duties and Responsibilities**

* Burnising of lens

**LAYOUTING OPERATOR**

August 2010 – August 2011

On the job training

Eds Manufacturing Inc.

BrgyAnabu II Imus Cavite

**Duties and Responsibilities**

* Layouting wires
* Inserting wires to the connectors

**TRAINING AND SEMINAR ATTENDED**

Housekeeping

Power Institute of Hotel Administration

January 21, 2015 – February 6, 2015

**EDUCATIONAL ATTAINMENT**

**VOCATIONAL:** National College of Science and Technology

Certificate of Manufacturing Technology

Aguinaldo Hi-way Dasmarinas Cavite

Year Graduated 2011

**SECONDARY**: Amadeo National High School

Amadeo, Cavite

Year Graduated 2009

**PERSONAL PROFILE**

**Gender** : Female

**Date of Birth**  : September 30, 1992

**Place of Birth** : Amadeo, Cavite

**Civil Status** : Single

**Height** : 5’5

**Weight** : 50kg

**Religion** : Roman Catholic

*I hereby certify that the facts contained in this resume are true and correct to the best of my knowledge.*