**SHARIEFUDDIN**

Abu Dhabi, UAE

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**Career Objective:** Work in a company and share my knowledge, skills and experience into workforce. To gain and learn more knowledge in advance, modern, and different work techniques, which requires my best effort in performing responsibilities.

**Summary of Skills & Qualifications:**

* Good planning and organizational skills
* Effective in written and verbal communication skills
* Flexible and detail oriented
* Self-Motivated and willing to learn
* Can maintain grace at work under pressure
* Quick learner
* Knowledgeable in computer software and hardware troubleshooting.
* Applications and Tools: AutoCAD, AnyDesk, TeamViewer, Adobe Photoshop CS6, MS Office (Word, Excel, PowerPoint, Outlook. Etc)
* Knowledgeable in Windows Operating Systems: (XP, Vista ,7 ,8.1 and 10)

**Professional Experience:**

* **People’s General Insurance Corporation**

Cabanatuan City, Philippines

October 2015 - December 2016

**Office Clerk**

* prepare, compile and sort documents for data entry
* check source documents for accuracy
* verify data and correct data where necessary
* obtain further information for incomplete documents
* update data and delete unnecessary files
* combine and rearrange data from source documents where required
* enter data from source documents into prescribed computer database, files and forms
* transcribe information into required electronic format
* scan documents into document management systems or databases
* print files if required
* store completed documents in designated locations
* **Globe Telecom Incorporation**

Tarlac City, Philippines

January 2014 to June 2015

**Sales Agent**

* Write and submit accurate orders.
* Selling telecommunications products and services to both individuals and companies.
* Keep abreast of current technology trends.
* Contact, Identify and build relationships with prospective customers through a combination of telephone and in-person cold calls, networking and referrals to obtain appointments.
* Book and install new lines/circuits/bundles/services to meet established monthly quotas.
* Coordinate with different teams to understand report requirements
* Design customized, cost-effective solutions for the client.
* Manage a territory using technology, prioritization and time management skills.
* Submit pricing and pre-qualification requests reflecting the client's requirements.

**Training:**

* **Smart Telecommunication, Inc.**

Dagupan City, Philippines

OJT (On the job training)

March 2013 to June 2013

**Highest Educational Attainment:**

* **Bachelor of Science in Electronics Engineering**

Tarlac State University

Romulo Blvd, Tarlac City, Tarlac, Philippines

December 2013

**Personal Background:**

* Born on June 1, 1989, Single

I hereby certify above information is true and correct to the best of my knowledge and skills.