

**SHARMAINE**

Address: Sharjah, United Arab of Emirates

Email: sharmaine-390983@gulfjobseeker.com

**OBJECTIVE**

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership , integrity and honesty.

**SKILL & INTERPERSONAL SKILLS**

* Good in Communication Skills
* Computer Literate
* Ability to work under pressure
* Flexible
* Friendly and Outgoing personality
* Can speak Tagalog, English and Visaya
* Quick learner
* Willingness to learn new things

**EDUCATION**

AMA Computer Learning Center

Butuan City, Philippines

Bachelor of Science in 3 years

Information Technology

3 years

**Time Keeper**

Bocaue ,Bulacan, Philippines

April 2018 – April 2019

Duties & Responsibilities

* Checks the time in and out of the workers
* Supervise their works for their daily task
* Checks the incoming tools and materials
* Ordering the requested materials
* Making weekly payroll manually
* Performing paper works
* Assist the architect and engineer for possible instructions
* Checking for possible error of the finish task
* Weekly inventory of the tools
* Maintain the site clean

**Sales Agent**

ROYAL SPORTING HOUSE

Quezon City, Philippines

2016 to 2018

Duties & Responsibilities

* Selling products and services using solid arguments to prospective customers
* Maintains positive business relationships to ensure future sales
* Achieve agreed upon sales targets and outcomes within schedule
* Keep abreast of best practices and promotional trends

**PERSONAL INFORMATION**

Nationality: Filipino

Date of Birth: October 12, 1993

Place of Birth: Philippines

Civil Status: Single

Religion: Christian

Visa Status: Visit Visa

Visa Expiration: July 18, 2019