

SHERILYN S SORIANO

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WORK EXPERIENCE

- **Secretary/Office Admin/PA to General Manager, Makan Interiors LLC, Business Bay, Dubai, United Arab Emirates**(Jan 2017 to Mar 2020)
- **Admin Assistant, Caliente Trading LLC Al Qouz, Dubai, United Arab Emirates**(Dec 2014 to Jan 2016)
- **Customer Service Associate, Convergys Philippines, , Philippines**(Nov 2012 to Apr 2014)
- **Customer service representative, Teleperformance, , Philippines**(Mar 2008 to Mar 2010)
- **Receptionist/Accounting staff, Mary Pauline Salon, , Philippines**(Apr 2007 to Jan 2008)

EDUCATIONAL BACKGROUND

- , , **Bachelor in Science in Business Administration, O, Management.**

SKILLS

- **microsoft office expert**
- **quick books**
- **peach tree- sage**
- **excellent english communication skills**
- **strong motivational and leadership skills**

PERSONAL BACKGROUND

- **Birthday: - 1986-08-14**