



# SHARMAINE BUENO

Address: 5<sup>th</sup> Floor Room 505 Al Nakhilat

Al Rigga Diera Dubai

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## PROFILE

I am diligent and highly motivated individual. I exhibit flexibility and able to learn quickly with a strong commitment to succeed in my career. I am optimistic, have the ability to communicate in an appropriate manner.

## ACADEMIC QUALIFICATIONS

**Bachelor of Science in Custom Administration**  
2011-2012

**Tertiary: TESDA COMPUTER HARDWARE**

Castillejos, Zambales  
April-August 2013

## PROFESSIONAL ATTRIBUTES

- Willing to take new challenge.
- Computer Literate.
- Dedicated and Dependable.
- Dedicated and Motivated.
- Works with integrity.

## PERSONAL INFO

AGE	:26 yrs. old
DATE OF BIRTH	:April 07, 1994
PLACE OF BIRTH	:Olongapo City
GENDER	:Female
WEIGHT	:48kg
HEIGHT	:5'5ft.
NATIONALITY	:Filipino
CIVIL STATUS	:Single
RELIGION	:Born Again Christian
LANGUAGES SPOKEN	:Tagalog ,English

## CAREER OBJECTIVES

To be able to join a company where acquired knowledge and skills may be shared, applied and further enhance not only for the fulfillment of the company's goal.

## WORK EXPERIENCE

### ➤ BRAND FOR LESS, DUBAI (SALES ASSOCIATE):2018-2020

- Analyze suitable colors, cuts and designs for customers and select good fittings.
- Help people in closet organization and classification of clothing as per occasion.

### ➤ PENSHOPPE AND REGATTA CLOTHING, PHIL.: Store Cashier 2016-2018

- Receive payment by checks, credit cards, cash, vouchers, or automatic debits.
- Resolve customer complaints, guide and provide relevant information.
- Greet customers entering the store or shops.
- Keeping reports of transactions.

### ➤ HANJIN HEAVY INDUSTRIES PHL.:Office Clerk (February 2015-May 2016)

- Clerical **duties** may be assigned in accordance with the **office**.
- Answering telephones, bookkeeping, typing or word processing, **office** machine operation, and filing.

### ➤ SUBIC PENINSULAR HOTEL, SBMA PHIL: Receptionist/Front Desk (January 2014-December 2014)

- Greeting and welcoming guests and providing them with a positive first impression of the organization.
- Directing guests and answering their questions.
- Notifying other workers of visitor arrival.
- Maintaining security and telecommunications systems.

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