



# Sharlaine Sequeira

Administrative secretary/ HR Assistant

To Continuously enhance my knowledge, skills and utilize them for personal and organizational growth to the best of my abilities



sharlaine.sequeira@gmail.com



0545734700



Dubai, Indian



19 January, 1995

## SKILLS

Communication skills

Coordinating skills

Time management

Multitasking

Adaptability

Attention to Detail

Creative

MS Word

MS Excel

## LANGUAGES

ENGLISH



HINDI



## WORK EXPERIENCE

### Customer Relation Representative

Emirates Classic Business Center LLC

09/2020 - Present

Dubai, Al Quasis

*Achievements/Tasks*

- Assisted managers in trade license establishment and visa processing activities.
- Interacted with representatives from TASHEEL, AMER and DUBAI ECONOMY.
- Addressed customers' concerns and queries and achieved exceptional level of customer service

### FRONT OFFICE EXECUTIVE

STARKIDS Institute

11/2019 - 03/2020

Dubai, AL Quasis

*Achievements/Tasks*

- Increased student strength in telemarketing sales and media marketing
- Designed class plans and taught English to students of various age groups
- Maintained cash receipts in books and prepared excel sheets to track monthly transactions

### SUB EDITOR/ SECRETARY

DAIJIWORLD Publications

05/2016 - 09/2019

India, Mangalore

*Achievements/Tasks*

- Conducted interviews with eminent personalities from India and got articles published.
- Co-ordinated with the Editor-in-chief and assisted him in daily tasks.
- Acted as a mediator with people from various departments and with more than 50 writers.
- Conducted follow up with renewals and new subscriptions.

## CERTIFICATES

BELLYFIT ENTERPRISES (09/2018 - 03/2020)

*Conducted fitness classes for ladies in gyms and apartments; and children of different schools*

## EDUCATION

### MASTERS DEGREE

St. Aloysious College,

06/2016 - 06/2018

India, Mangalore

*Courses*

- Major in corporate psychology and Human Resource Management