



SHARMAY ESPEDIDO

Admin / Hr Assistant

■ CONTACT

- ☎ +971-583027523
- 📍 sharmay05@yahoo.com
- ✉ Deira, Dubai, UAE

■ SKILLS

- Employee Record Management
- Customer Service
- Responsible for all the task assigned
- Record-Administrative and Clerical
- Time Management
- Accuracy w/ attention to details

■ REFERENCE

- JENNIFER TIEMPO
ENBD / Senior Processing Asso.
tiempojenni@gmail.com
+971-522836188
- DANICA DEL ROSARIO
danicadr@gmail.com
+971-563972797

■ EDUCATION

*BACHELOR OF SCIENCE IN TRAVEL
MANAGEMENT*

STI College
Tanauan / 2017

SUMMARY

A highly organized and detail-oriented HR Assistant/Admin with 2 years of experience supporting human resource and administrative functions in fast paced environments. Proven ability to manage day-to-day operations, including recruitment, onboarding, employee records management, and benefits administration. Adept at handling sensitive employee information with confidentiality and professionalism. Skilled in coordinating HR projects, preparing reports, and ensuring compliance with company policies and labor regulations. A strong communicator and team player, with a commitment to enhancing employee relations and driving operational efficiency.

WORK EXPERIENCE

EXPORT DOCUMENTATION

PANGULF SHIPPING & LOGISTIC LLC / MAR 2024 - APR 2025

- Booking of international shipment.
- Managing documentation.
- Organizing correspondence (through email).

STORE CLERK

Alfamart Trading Philippines / Aug 2021 - Jan 2024

- Greeting customers and determining their needs and wants.
- Recommend, select and help locate or obtain merchandise based on customer needs and desires.
- Conduct price and total bills, accept payments, and make change for customers.
- Assist with inventory counts and placement of new products, including new in-store or window displays.
- Handle product exchanges and returns.

HR COORDINATOR

Meg's Mar Employment / Jun 2019 - Jul 2021

- Monitoring daily time in/out of the employee.
- Managing HR databases and ensuring accurate data entry and reporting.
- Assisting in posting job advertisement.
- Screening resumes and shortlisting candidates.

CUSTOMER SERVICE REPRESENTATIVE

Survey Monster Inc. (SMI) / May 2017 - Jun 2019

- Doing an outbound call and making a survey.
- Providing excellent customer service.
- Documentation.