

SHARON A. LABRADOR

TELEMARKETER, SECRETARY, RECEPTIONIST

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Dubai



EXPERIENCE

Telemarketer

VALPAS TRAINING SERVICES COMPANY

03/2019 - 07/2019 Dubai

- Training services
- Telemarketer/Secretary/Receptionist Reliever

Secretary & Agent

CPO solutions fze

01/2017 - 03/2019 Dubai

- Arranging flights and travel arrangements for the clients
- Collecting and processing payments
- Dealing with clients complaints and refunds

Customer Service Representative

CYAN SERVICES CORPORATION

07/2011 - 08/2015 Makati

- Telemarketing of services of the company.
- Calling the subscriber to upgrade their Land-line and internet

Cashier Salesclerk

PUREGOLD PRICE CLUB INC

02/2004 - 07/2004 Manila

- Supervisor
- M SUPERMARKET Cashier-Salesclerk

Sm supermarket

Sm supermarket

03/2001 - 08/2001 Quezon City

Service Crew

Jollibee foods

10/1999 - 10/1999 Quezon City

EDUCATION

Bachelor of Science

an sebastian college

Manila

High school

Good Shepherd Academy

Manila

FREELANCE

Virtual Assistant, Caregiver

Dubai

2022-2024

SUMMARY

Highly ambitious with a background in sales and marketing. Efficient at understanding and addressing client needs and preferences. Meticulous and excellent at juggling multiple tasks and working under pressure. Skilled, with experience in the call center industry. Client-focused Sales Representative with 5 years of experience providing solutions to customers. Customer-oriented, with a strong history of leading high-performance teams to meet or exceed objectives. Dedicated and hardworking, with an internal drive to deliver excellence.

LANGUAGES

English

Proficient



Tagalog

Native



SKILLS

Cashier

Microsoft Excel

Microsoft Word

Writing

Canva

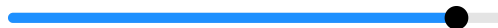
Creativity

Music

Voice-acting

INDUSTRY EXPERTISE

Communication



Task oriented



Customer service



AWARDS



Dean's List

San sebastian college



Employee of the month

CPO solutions fze