



SHARMAINE MANINGDING MARCIAL

BUSINESS ADMINISTRATION
GRADUATE

Contact Information

Phone

+971 55 210 3004

Email

sharmainemarcial@gmail.com

Address

Muroor Rd. Abu Dhabi,
United Arab Emirates

Skills / Interest

- Hardworking and fast learner
- Flexible and able to work under pressure
- Good Communication and interpersonal skills
- Computer literate and proficient
- Can do Multi task

PERSONAL DETAILS

- Nationality: Filipino
- Civil Status: Single
- Birthdate: January 18,1994
- Birthplace: Pangasinan, Philippines
- Age: 29 years old
- Visa Status: Visit Visa

EDUCATION

TERTIARY

- University of Pangasinan
Bachelor of Science in Business
Administration Major in Financial
Management
2010-2014

SECONDARY

- Manaoag National High School
2006-2010

PRIMARY

- Manaoag Central School
2000-2006

OBJECTIVE

To acquire a management position in your company where I can utilize my skills, enable me to apply and develop all the learnings, training and experiences gain and nurtured and to acquire new knowledge for career growth and progress.

EXPERIENCE

Business and Client Relation Associate

PjLhuillier Inc (Cebuana Lhuillier)

March 30,2015 to May 30,2023

- Handles the cash fund of the branch, Inventory and pawned items.
- Answer Phone Calls, Email and coordinate Branch Support Desk for Inquiries regarding Client Transactions.
- Process client transactions such as pawning, remittance, insurance etc.
- Provide clerical and administrative support to all branch personnel.
- Maintains knowledge of the products offered in the branch to provide accurate response to clients inquiries and to create opportunities to upsell and cross sell products.
- Participate actively during staff meetings, trainings and other professional development.
- Provides prompt attention and resolution to client relationship
- Update client CRM.

Training and Seminars

- Anti Money Laundering / Combating the Financing of Terrorism Course
- Enterprise Risk Management Course
- Safety and Health Seminar for Workers- Safety Officer 1
- Sap Business One (Advance)
- Gold Appraising Workshop
- Producers Savings Bank - Internship

SHARMAINE M. MARCIAL
Applicant