



SHIERRAFE VELOSO

Professional seeking a position where I can support daily office operations through clerical tasks, client communication, and efficient scheduling. Open to both on-site and remote work arrangements.

Contact

Phone

09281444566

Email

veloso.shira@gmail.com

Address

Bk16 Lot01 Alexandra South, Brgy.
Majada Out, Calamba Laguna

Education

Bachelor of Business Administration

Major in Marketing

2015–2019

Skills

- Basic scheduling and calendar management
- Filing and document organization
- Email and phone communication
- Data entry and record keeping
- Customer service
- Time management
- Attention to detail
- Basic computer skills (Word, Excel, Email)
- Multi-tasking
- Meeting and appointment coordination

Language

- English
- Filipino
- Cebuano

Professional Experience

2019

–

2021

Sales and Marketing Account Executive

Sheridan Group of Companies, Cebu City

- Closing deals to existing clients by renewing their contract
- Increased sales and Maintained up-to-date knowledge of product features and benefits to provide accurate information to clients.
- Collaborated with the marketing team to develop targeted sales materials and promotional offers.
- Provided exceptional customer service, addressing inquiries and resolving issues in a timely manner.

2021

–

2024

HR Staff/Administrative Assistant

FAST Logistics Corporation, JWSL Parañaque City

- Managing compensation benefits, payroll, screening, conducting interviews of selected applicants, conducting administrative hearing
- Handling invoices and keeping track of office budgets
- Preparing documents like reports, memos and letters

2024

–

2025

Executive Assistant to the CEO

Central Business District, Makati City

- Executive-Level Communication (Handling incoming and outgoing mail)
- Managing appointments and reminders
- Travel Coordination
- Meeting Preparation
- Confidentiality & Discretion
- Time Management & Prioritization
- Managing personal errands and office bills
- Project Coordination
- Answering calls and taking messages
- Basic computer skills
- Professional Correspondence
- Filing and document organization
- Organizing executive office files
- Attention to Detail

I hereby certify that the above information is true and correct to the best of my knowledge and belief.