

Sharlyn Trinidad-Vergara

sharlyntv@vergnest.com



SUMMARY

- Profile: Female, Married
- Nationality: Filipino
- Current Location: Kingdom of Bahrain

WORK EXPERIENCE

August 30, 2016 – October 27, 2020
Office Manager / HR / Marketing

ida | interior design associates

Marketing

- Organize with management any Marketing and PR duties as and when required
- Handling Official Social Media for IDA, providing content and design.

Administration/ Human Resource

- In charge of office administration and day to day running of the office affairs.
- Manage Administration Team and their duties.
- Ensure that weekly meetings are held with both interior and architecture studios and that minutes are recorded/distributed to all parties.
- Ensure that outcome of meetings are actioned accordingly.
- Ensure weekly management meeting is held and reports provided for the meeting to include office status, finances, HR, Marketing, and any approvals required.
- Manage office housekeeping, (i.e. personnel, standards of cleanliness, supplies)
- Manage monthly report and purchases of office supplies (i.e. stationary, amenities)
- Assist in compiling company personnel resourcing (HR) (i.e. information, minutes of meetings)
- Assist in arrangement and coordination of corporate functions, events etc.
- Maintain office decoration
- Ensure all staff provide updated contact details on a regular basis
- Collate and prepare expense claims
- Collate and prepare staff leave report
- Prepare and coordinate personnel induction process
- Assist in arrangement and coordination of internal functions, events, staff luncheons etc.
- Any works as the company deems fit and appropriate

Corporate Management

- Cater to all management requirements with respect to Legal requirements for the Company.
- Liaise with company legal advisors when and where required.
- Liaison with outside agencies, customers including government agencies.
- Follow up and prepare necessary contracts for projects and status.
- Coordinate with designers for all resourcing required for the office.
- Organize as required recruiting of new staff, manage process, all hires to be approved by managing director.
- Manage HR duties for the office.
- Maintain employee records and contracts for management and social security fund.
- Prepare salary monthly report and payroll slips.
- Verify time sheets
- Calculate deductions from staff salary.

August 3, 2014 – July 30, 2016	Pico International Bahrain
Executive Secretary to the Chairman cum Office Administrator	
<ul style="list-style-type: none"> • Receiving calls and faxes • Handling and receiving couriers • Provide support to administration and office staff regarding flight and hotel bookings. • Maintaining and providing current information for office staff. • Scheduling of appointments for meetings inside and outside the office. • Responding to telephone inquiries. • Responding to clients request of payment collection • Providing initial contact and appropriate referral. • Maintaining office files, up to date records and department activity files. • Maintaining and accessing confidential records if required. • Preparing and mailing documents as required including email correspondence, memos evaluation and spreadsheets • Informing the staff about new updates about policy and procedure • Preparing information and assisting with company orientation for new staff. • Department maintenance requirements including, stationery and office supplies. • Proofreading of official letters, correspondence and other documents. • Proficiency with using Microsoft Word, Microsoft Excel, Microsoft PowerPoint. • Effective communication at all levels • Timely and accurate follow-up on work assigned. • Aid with Marketing Campaigns. 	
August 18, 2013 – February 27, 2014	S & S Interiors
Executive Secretary cum Office Administrator	
March 2013 – August 15, 2013	Gulf Aviation Technology W.L.L.
<i>HR Administrator</i>	
July 01, 2012 – February 28 2013	Havelock AHI Interiors
<i>Receptionist cum Event Organizer/Coordinator</i>	
December 2009 – June 30, 2012	PricewaterhouseCoopers ME Limited
<i>Personal Assistant of the Tax Partner</i>	
July 2009 – November 2009	AI Tashani Group of Holding Co. W.L.L.
<i>Executive Secretary to the Chairman</i>	
November 2007 – March 2009	Viacloud W.L.L.
<i>Calling Accounts Coordinator</i>	
February 2006 – November 2007	Viacloud W.L.L.
<i>Customer Service Supervisor</i>	
June 2003 – December 2005	Client Logic
<i>Technical Support Supervisor (Account: Dell Computers)</i>	
January 2002 – June 2003	Destiny Cable Inc.
<i>Technical Support Supervisor (Internet Service Provider)</i>	
May 2001 – December 2001	Pure Gold Group of Companies
<i>Purchasing Assistant</i>	

EDUCATION

June 1997 – April 2001

Far Eastern University
Math with Computer Science, Bachelor (BSc)

LANGUAGE

- English Fluent
- Filipino Native