

# Sharlyn Trinidad-Vergara

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## SUMMARY

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

## WORK EXPERIENCE

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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

- 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.**

*HR Administrator*

July 01, 2012 – February 28 2013

**Havelock AHI Interiors**

*Receptionist cum Event Organizer/Coordinator*

December 2009 – June 30, 2012

**PricewaterhouseCoopers ME Limited**

*Personal Assistant of the Tax Partner*

July 2009 – November 2009

**Al Tashani Group of Holding Co. W.L.L.**

*Executive Secretary to the Chairman*

November 2007 – March 2009

**Viacloud W.L.L.**

*Calling Accounts Coordinator*

February 2006 – November 2007

**Viacloud W.L.L.**

*Customer Service Supervisor*

June 2003 – December 2005

**Client Logic**

*Technical Support Supervisor (Account: Dell Computers)*

January 2002 – June 2003

**Destiny Cable Inc.**

*Technical Support Supervisor (Internet Service Provider)*

May 2001 – December 2001

**Pure Gold Group of Companies**

*Purchasing Assistant*

## EDUCATION

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June 1997 – April 2001

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

## LANGUAGE

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| • English  | Fluent |
| • Filipino | Native |