

Scharmen Calunsag



📍 Shabiya 10, Mussafah
Abu Dhabi, UAE.
☎ +97150-320-5783
✉ nemrahcs1239@gmail.com

About me

Organized & hardworking employee looking for a job to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Educational Background

► BACHELOR OF SCIENCE IN
INFORMATION TECHNOLOGY

2009 – 2011
STI DASMARINAS CAVITE,
PHILIPPINES

Skills & Qualifications

- ❖ Customer Service Oriented
- ❖ Proficient in Microsoft Office Applications.
- ❖ Possess excellent communication skills.
- ❖ Excellent in preparing deck and presentation.
- ❖ Skilled in training selling technique.
- ❖ Responsible, efficient and flexible.
- ❖ Competent at managing responsibilities.
- ❖ Committed to provide total quality work.

Employment Summary

Business Cycle Coordinator

MAJID ALFUTTAIM CARREFOUR HYPERMARKET LLC., UAE
AUGUST 2022 – MAY 2025

- ❖ Monitoring business economic indicators
- ❖ Analyzing & monitoring the store stocks
- ❖ Placing orders to appropriate suppliers
- ❖ Coordinating stock status to concern departments
- ❖ Filing & monitoring documents for store references
- ❖ Sending emails and preparing reports daily
- ❖ Provide general administrative support, such as scheduling meetings, managing correspondence, and maintaining filing systems
- ❖ Assist with other administrative tasks as required

OPERATION ADMINISTRATOR

MAJID ALFUTTAIM CARREFOUR HYPERMARKET LLC., UAE
JULY 2021 – JULY 2022

CUSTOMER SERVICE

MAJID ALFUTTAIM CARREFOUR HYPERMARKET LLC., UAE
OCTOBER 2019 – JUNE 2021

CASHIER

MAJID ALFUTTAIM CARREFOUR HYPERMARKET LLC., UAE
JULY 2018 – SEPTEMBER 2019

I hereby certify that the all information given here are true and correct as to the best of my knowledge.

SCHARMEN CALUNSAG