



SAIRAH JANE CORVERA

OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my organizational skills, educational background and ability to work well with people which will allow me to grow personally and professionally, especially for reaching my goal.

CONTACT

- Blk. 37 Welfareville Comp. Brgy.
Addition Hills, Mandaluyong City
- 09695374536
- sairah.corvera@gmail.com

PERSONAL INFORMATION

- Birthday: March 15, 2002
- Age: 22
- Gender: Female
- Religion: Roman Catholic
- Civil Status: Single

EDUCATIONAL BACKGROUND

- Mandaluyong High School
> High School Graduate (2019)
- San Felipe Neri Parochial
School
> Senior High School Graduate
(2021)

WORK EXPERIENCE

- WNS Global Services
 - **Customer Service Representative**
 - January 2022 to January 2023
 - Concentrix
 - **Advisor I, Customer Service**
 - April 2023 to June 2024
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SKILLS

- Written and Verbal Communication
 - Computer Literate (MS Word, PowerPoint, etc.)
 - Creativity
 - Time Management
 - Organized
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REFERENCES

- Trisha Mae Firma 09633705527
- Maria Martinez 09615165401
- Kylla Rectin 09060618068

SAIRAH JANE C. CORVERA
Signature