

MARCH 23, 2025



SHARIMA SABTURANI

Virtual Assistant/ Registered Nurse

ADDRESS

244 Logoy Grande St, Brgy. Talon-
Talon Zamboanga City Philippines
7000

BIRTHDATE:
July 2, 1996

BIRTHPLACE:
Zamboanga City

MARITAL STATUS:
Married

GENDER:
Female

CONTACT

PHONE:
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WEBSITE:

- Facebook
- TikTok
- Whatsapp
- Skype
- Zoom

EMAIL:
Sabturanisharima1@gmail.com

HOBBIES

- Learning new technology and Tools

EDUCATION

Ateneo de Zamboanga University – Bachelor of Science in Nursing

June 2012 – March 2016

Compassionate and efficient nursing graduate transitioning into a virtual assistant role, eager to leverage time management critical thinking and communication skills to help clients maintain smooth and organized business operations.

VA Training PH - % days training as Virtual Assistant

March 22, 2025 – March 26, 2025

This training is focused on General part of Virtual Assistant role, Such as enhancing our knowledge on how to use certain tools (Trello, Clickup, Canva) needed as a Virtual Assistant.

WORK EXPERIENCE

Brent Hospital and Colleges Inc. Staff Nurse

August 2022–October 2024

Detailed-oriented and empathetic staff nurse with exceptional organizational, communication and problem-solving skills. Seeking to apply a strong work ethic and multitasking abilities to provide reliable virtual assistance and streamline operations for clients.

SKILLS

- Email Management – Gmail
- Scheduling and Calendar Tools – Calendly, Google Calendar
- Project Management Platform – Trello, Clickup
- Design Tools - Canva