



MS. SHEENA D. YROY

PROFILE

Age: 25 years old

Date of Birth: April 21, 2000

Gender: Female

Status: Single

Nationality: Filipino

Contact

Flat 904, Silicon Gate 1, Silicon Oasis –
Dubai, UAE

+97158 537 5699

sheenayroy0421@gmail.com

Skills

- Strong interpersonal and verbal communication abilities
- Fluent in both English and Filipino, with strong written and spoken proficiency
- Well-structured, efficient in time management, multitasking, and setting priorities

★ Language

English
Filipino

Education

PRIMARY

Davao Wisdom Academy
F. Torres Street, Davao City
2012-2013

SECONDARY

Notre Dame of Matalam Inc.
Matalam, North Cotabato
2016-2017

SENIOR HIGH SCHOOL

Davao Doctors College Inc.
General Malvar St., Davao City
2018-2019

TERTIARY

Davao Doctors College, Inc.
General Malvar St., Davao City
2022-2023

Exposure

JUNE - DECEMBER 2024

6 months as an Executive Secretary at a Leasing company. Can do initial interviews and also familiar doing Payrolls and Pay slips.

1 year experience as a HR assistant at a Diving Company. Familiar with MS word and Excel. Can do initial interviews and also familiar doing Payrolls and Pay slips.

2022 Lanang Premiere Doctors Hospital

On the Job Training

- Performed basic medical evaluations under supervision.
- Awarded as “The Best Intern” of the year.

2022-2023 Southern Philippine Medical Center on the

Job Training

- Examined patients and conducted medical interviews.
- Performed basic medical evaluations under supervision

2022-2023 Davao Doctors Hospital, Philippines

On the Job Training

- Performed basic medical evaluations under supervision.

2022-2023 Davao Medical School Foundation Hospital, Philippines

On the Job Training

- Examined patients and conducted medical interviews
- Performed basic medical evaluations under supervision

2022 Good Shepherd Hospital, Philippines

On the Job Training

- Examined patients and conducted medical interviews.
- Performed basic medical evaluations under supervision.

2022 Somoso General Hospital, Philippines

On the Job Training

- Examined patients and conducted medical interviews

2022-2023 Rivera Medical Center, Inc. Philippines

On the Job Training

- Examined patients and conducted medical interviews

2022 Medical Mission Group Hospital

On the Job Training

- Examined patients and conducted medical interviews
- Performed basic medical evaluations under supervision

2022-2023 Virtual Clinical Education

On the Job Training

- Examined patients and conducted medical interviews