**Jenette J. Pacursa**

***Career Objective:***

To secure a position that will provide an environment for challenge, growth,

And development and to further utilize my potential that will contribute

In serving the company in achieving goals.

**Employment History:**

January 2009 – Present

Administration / Sales

* Providing the clients detailsregarding car rentals and payments.
* Responsible for advertising ongoing promotion and packages regarding

Travelsand tour.

* Response to via email inquiries and provide information for clients query.
* Responsible for all bank transaction especially regarding salary transfer.
* Update employee's personal details regarding visa status, labour, contract expiration
* Responsible in doing sales report and summary of monthly expenses to be submitted to General Manager
* Assigned to do web design of the latest brochures for new promotions and packages and updating company website.
* Handles Car rental Dubai police System.
* Handles employee's monthly salary process through Wages Protection System (WPS)
* Handles TRIPS System (Hotel &Tourism Establishment & Information System)
* Handles and process Tourist Visa Online application (EDNRD)
* Handles Hotel booking for guest and safari booking.
* Coordinating with leisure companies and hotels for contract rates and booking.
* Acting as an office in charge if the managing director is out.

Al HUTAIB REAL STATE BROKER

DUBAI, UAE

January 2008 to December 2008

Secretary/Administrative Assistant:

* Handles incoming and outgoing inquiries regarding properties sales.
* Responsible in advertising properties location that was on sales.
* Maintained and organized of all important documents regarding client

Details of property that was sold.

* Responsible for documentation with regards to property rentals.
* Updates the advertisement of the company advertisements regardingongoing promotion.
* Responsible for viewing the properties to the clients including the location and prices details.
* Responsible for the completion of the clients details regarding the properties that was purchased.

CALTHORPE REAL ESTATE BROKER

Sheik Zayed Road, Dubai UAE

May 2007 to December 2007

Secretary/Admin

* Handles incoming and outgoing phone calls regarding properties advertisement.
* Responsible for viewing properties on sales location and prices details.
* Responsible for the documentation for the property that was sold to the client.
* In charged for filing the records of all the clients detailed regarding properties for rent.
* Update the advertisement on web site and newspapers.

ITZZA PIZZA LLC

Mirdiff, Dubai, UAE

Shop in Charge

February 2007 toMay 2007

* Handles all cash transactions in shop.
* Responsible in monitoring shop food stock.
* Handles the sales income of the store.
* Evaluate staff performance in daily worked routine in the store.

COMPUTER SKILLS

MS Word, Excel and Power Point and Web browsing.

PERSONAL PROFILE :

Civil Status : Single

Nationality : Filipino

Date of Birth : December 17, 1981

Language Spoken : English, Tagalog, Arabic(littlebit)

**Job Seeker First Name / CV No: 1800072**

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