



A Fully Qualified Administrative Officer / Receptionist / Secretary with a Total Working Experience of more than 4 years. I also possess a wide range of administrative skills, practical / hands-on experience in document management roles and I am able to work in a fast-paced and deadline-driven environment.

- **Real Estate Industry**
- **General Trading Industry**

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JESSA PAGTULON AN

PROFESSIONAL QUALIFICATION

- Bachelor's Degree in Bachelor's or Arts Major in Economics

PERSONAL SKILLS

- Computer Skills (**Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Outlook, Internet Browsing**)
- Practical / hands-on experience in **document management roles**
- Basic understanding in **Real Estate Buying & Selling Brokerage/ Leasing Property Brokerage Agents/ Procurement / Commissioning documents**
- **Self-directed and highly motivated, Able to work in a fast-paced and deadline-driven environment**
- Can handle pressure, with firmness and patience in dealing complicated and impromptu tasks and efficient in planning and following directions
- **Detail-oriented, dependable and trustworthy**
- **Practical ability in gathering and using data effectively**
- **Data Organization and Storage Knowledge**
- **Has a very good interpersonal skill**
- **Effective to work as a team or individually**

BRIEF SUMMARY

- **4 years** and currently working in **A1 Properties as a Real Estate Office Administrator and Listing Coordinator.**
- **2 years** in **Social Security system** of productive experience in **Administrative Field and Controlling Documents** and, with ability to prioritize task and capacity to think independently.

WORK EXPERIENCE

A1 Properties LLC (Dubai United Arab Emirates)

May 2018 to Present

Job Description:

Administrative Assistant /Receptionist/Assistant Listing Coordinator

- **Making Listings in CRM (Propspace)**
- **Making Tenancy Contract / Tenancy Contract Renewals**
- **Brokerpad: Transferring and Listing Approval (New & Revisions) by cross checking quality of listing.**
- **Assisting and coordinating Agents for listings in Propspace & Brokerpad**
- **Featuring properties in property finder, refreshing properties in Dubizzle and updating properties on Bayut.**
- **Making bulk refreshments of Agent's Rentals and Sales in Propspace**
- **Submitting completed renewal files to Accounts for Opening**
- **Processing Agency Agreements**
- **Provide administrative and clerical support to CEO, managing director and other admins.**
- **Schedule meetings and arrange conference rooms bookings.**
- **Prepare correspondence and stuff mail into envelopes**
- **Serving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately**
- **Answering the switchboard, screening and forwarding incoming phone calls**
- **Update appointment calendars and schedule meetings/appointments**
- **Perform other clerical**
- **Answering and referring inquiries**

PERSONAL PROFILE

Age : 28

Nationality : Filipino

Date of Birth : June 11, 1992

Place of Birth : Philippines

Passport No. : P4676538A

ACADEMIC



Surigao del Sur State University

Batch 2016

Bachelor of Arts Major in Economics

- Maintaining employee and department directories and giving instructions
- Checking and approving all documents of closed deal is complete
- Email checking, replying forwarding to the agent or concerned person.
- Contacting agents regarding in verifications /rejection expirations in Property Finder, submitting need documents and notifying agents.
- Coordinates and manages multiple priorities and task

Social Security System

May 2017 to April 2018

Bag-ong Lungsod, Telaje Tandag Surigao del Sur, Philippines

Administrative Officer/Data Encoder and Office Clerk

Job Description:

- Serves as telephone operator.
- Takes charge of emails, computer and internet activities
- Ensures that documentation is prepared and distributed at appropriate times for general meeting
- Coordinates office activities and committee meetings.
- Maintains calendar, schedules appointments and meeting rooms.
- Makes travel and accommodation arrangements.
- Locates and compiles information and formats reports, graphs, tables, records and other sources of information.
- Opens sorts and screen mails.
- Maintains records through retrieval, retention, storage, compilation, coding, updating and destruction.
- Does filing of all incoming and outgoing correspondences and their attachments.
- Coordinates daily operation and handles office tasks such as preparation of correspondence and file management.

GSC Group of Companies- (GSC) Philippines

Documentation Clerk 3 – Part Time

December 2016 to March 2017

Duties and Responsibilities:

- Assist in scheduling meeting with the clients and management meeting.
- Taking down notes on the Meeting.
- Presenting Power point in the Meeting.
- Produced written reports on a monthly basis.
- Controlling documents incoming and outgoing.
- Processes and liaisons permits for exporting company products
- Able to take an orderly approach to keeping both physical and electronic documents, including the processes needed to discard obsolete records appropriately.
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System

CHARACTER REFERENCES

Mr. Wynfred Amorsolo

Real Estate Digital Marketing Specialist/

Marketing Executive

A1 PROPERTIES LLC

+971 56 116 8112

Ms. Tina Tzoneva

Managing Director

A1 PROPERTIES LLC

+971 56 4802917

MDC Group of Companies- (MDC) Philippines

Document Controller cum Secretary

May 2016 to December 2016

Duties and Responsibilities:

- **Reports directly to the Project Manager** of the Site and **coordinates mainly with the Technical Departments** especially technical manager
- **Plan, control and maintain documents** generated for the project, in line with the requirements of the international standards and practices of document management system
- **Keep log record** of all site documents (**material/prequalification submittals, incoming and outgoing letters, memos, material/work inspections, RFI, transmittals, shop drawings, maintains sample room, etc.**)
- **Distribute documents** which need to be revised or disseminate approvals to subcontractors/suppliers for further action
- **Prepares Submittals (Shop Drawing, RFI, Material Sub, Prequalification, Etc.), Inspection Request (attach sufficient and necessary clearances)**
- **Prepares Reports** (Daily, Weekly, and Monthly Progress Reports)
- Operates with significant independence as the focal point contact for all project document control requirements;
- Administer and control required project documentation within the selected document management system of the Company according to Standard Operating Procedures (SOP);
- Effectively communicate at all times with Integrated, Technical, Operations and other personnel (as required) for any amendments or updates, including distribution of documents to appropriate stakeholders.
- Familiar with the common software and retrieval programs used today.
- **Able to take an orderly approach to keeping both physical and electronic documents**, including the processes needed to discard obsolete records appropriately.
- Maintain confidentiality around sensitive information and terms of agreement.

Alorica Philippines (Davao City)

Matina IT Park, Davao City, Philippines

Telesales Executive

- Contact potential or existing customers to inform them about a product or service using scripts
- Answer questions about products or the company
- Ask questions to understand customer requirements and close sales
- Direct prospects to the field sales team when needed
- Enter and update customer information in the database
- Take and process orders in an accurate manner
- Handle grievances to preserve the company's reputation
- Go the "extra mile" to meet sales quota and facilitate future sales
- Keep records of calls and sales and note useful information