



# GENALYN T. JACINTO

Al Rigga, Diera, Dubai UAE

Mobile No. 0567469077

Email: genalynjacinto2021@yahoo.com

## CAREER OBJECTIVES

To seek a responsible and challenging position in an organization where my knowledge and skill set can be shared and encircled. To work in a challenging, interactive and learning environment where I can contribute effectively, efficiently and grow personally and achieving excellence and creativity.

## ABOUT ME

I am keen learner with high quality of education and experience. I have competitive skills, work ethics, dependable, reliable, self-motivated, diligent, trustworthy and hard working. I have various work experiences in commercial, industrial and basic accounting, marketing and administrative staff in my country.

## TRAINING AND CERTIFICATES:

June 2016 – August 2016

Housekeeping Training  
Marikina Hotel, Marikina City, Philippines

April 2016 – May 2016

Housekeeping  
(NC II – TESDA), Metro Manila, Philippines

February 2015 – May 2015

Food and Beverages Services  
(NC II – TESDA), Metro Manila, Philippines

## PROFESSIONAL EXPERIENCES

Marketing and Sales Executive

### DSD TRAVEL AND TOURISM

Al Rigga, Diera, Dubai UAE

April 2021 – up to present

#### JOB DESCRIPTION:

- Encoding of application in the portal
- Market client by calling, media ads. and out sourcing
- Attend to client queries
- Responsible in preparing receipt invoice

Marketing / Accounting Asst.

### AL ARABIYA BUSINESS SET-UP

Business Village, Dubai UAE

December 2020 – March 2021

#### JOB DESCRIPTION:

- Assist in preparing payroll
- Market client by calling, media ads. and out sourcing

- Attend to client queries
- Responsible in safekeeping of files.

Accounting Staff

**EMPOWER MARKETING, INC.**

Guadalupe Nuevo, Makati City

February 2015 – August 2015

**JOB DESCRIPTION:**

- Encoding and typing of daily sales report to all satellite branches.
- Keeping and filing of documents.
- Responsible in releasing of cheque payments to the suppliers.
- Responsible in releasing of cheque payments for commission of agents.

Account Officer

**HOMETRUST MARKETING CORP.**

Caloocan City, Metro Manila Philippines

July 2012 – January 2015

**JOB DESCRIPTION:**

- Assist buyer in signing documents and follow up them in updating requirements.
- Attend to queries and complaints of the buyers.
- Do the weekly and monthly report regarding accomplishment.
- Collate folder for deliver to HDMF subject for release of loan
- Encoding of documents for signing of the buyer.
- Responsible in checking and keeping of the cheques from the buyers monthly amortization.
- Update and monitor payments of every buyer
- Filing of documents
- Do other task given to me from time to time.

Credit and Collection Asst./ Docs. Specialist

**MAJOR HOME, INC.**

Makati City, Metro Manila Philippines

December 2009 – February 2011

**JOB DESCRIPTION:**

- Monitor payment and follow up past due / delinquent accounts by dealing and negotiate with the client.
- Sent letter of reminder and final demand for past due accounts and subject for cancellation.
- Responsible in preparing memo's regarding status payment of the buyer.
- Submit daily report to the Manager.
- Evaluate and ensures that the buyer's document and requirements are complete and submitted within the prescribed period.
- Attend to the queries and complaints of the buyer with regards to housing loan, etc.
- Transact with Pag-Ibig personnel regarding housing loan.
- Do other task given to me from time to time.

Loans and Mortgage Asst./Docs. Controller

**FIL-SING REALTY VENTURES CORP.**

Quezon City, Metro Manila Philippines

May 2003 – December 2009

**JOB DESCRIPTION:**

- Approve and verify loan documents for processing.
- Attend to all queries and complaints of the buyer
- Transact business with Pag-ibig regarding housing loan application and their status.

- Prepares weekly remittance and monthly inventory report of HDMF official receipt (OR's) for submission to HDMF main office.
- Responsible in releasing of cheque payments to the contractors, suppliers and also commission of agents.
- Responsible in typing and checking of documents for signing of buyer.
- Organize and maintain file
- Perform other related functions from time to time.

Collection / Account Officer

**FIRST ASIA BUSINESS CONNECTION**

Makati City, Manila Philippines

November 2002 – April 2003

**JOB DESCRIPTION:**

- Follow-up all delinquent accounts by dealing and negotiate with the client
- Monitor over due account of the client.
- Submit daily report to the Manager.
- Send letter on house to house if the buyer cannot be reached.
- Do the other task given to me from my manager from time to time.

Recruitment / Administrative Asst.

**GOODLINE STAFFERS & ALLIED SVCS., INC.**

San Juan, Metro Manila Philippines

JULY 1998 – April 2002

**JOB DESCRIPTION:**

- Follow-up status of Billing Statement on various clients and overdue payment to be submitted to the exec. Asst. to the President
- Supervise manpower pooling for continuous development and updates to the client to insure ready and available qualified personnel to employ / replace personnel as required by the client company.
- Monitor the status contract of every employees.
- Assist in preparing the salary payroll of employees
- Submit daily report to the Asst. Executive to the president.
- Attend to meeting and other related concern.

**PROFESSIONAL SKILL AND STRENGTHS**

- Proven initiative and ability to work
- Physically able to reach, stretch, bend, and walk during daily routine and with ability to stand for long hours of time.
- Organized and able to follow schedules.
- Able to adapt to changing schedules or routines.
- Reliable and punctual with dedicated professionalism to job and duties.
- Excellent Communication and interpersonal skills.
- Proper arranging and hit the schedule of deliveries.
- Customer service oriented
- Basic accounting and Microsoft excel and literate in computer output and input.

**ACADEMIC QUALIFICATION**

Graduate : Bachelor of Science in Commerce Major in Computer Science  
Saint Ferdinand College  
Centro Ilagan Isabela, Philippines

Graduate : Methods of Teaching  
Marikina Polytechnic College  
Metro Manila Philippines



## PERSONAL DETAILS

Gender : Female  
Religion : Roman Catholic  
Nationality : Filipino  
Place of Birth : Isabela, Philippines  
Language : English, Tagalog