



JANICE M. CAMASURA

CONTACT

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EDUCATIONAL QUALIFICATION:

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT

2010-2015

Mindanao State University

GRADUATE SCHOOL

Master in Business
Administration (units)

RELATED UNITS EARNED

Real Estate Broker-One
Hundred Twenty (120)
Credit Units
Education- Eighteen (18)
Credit Units

OBJECTIVE

Seeking for a challenging job that will allow me to utilize and contribute my skills and experience in various fields to the success of the company in a long run. I could apply my practical knowledge and skills in office, my flexible, adaptable, hardworking attitude in providing efficient strategies to my co-workers and clientele, and most of all be a valuable asset of the establishment.

CORE COMPETENCIES

- Excellent customer service skills with pleasant and friendly mannerism.
- Self-motivated and hardworking with a zeal for professional progress and career advancement through determination and dedication.
- Excellent organizational and time management skills
- Superb communication and interpersonal skills
- Highly skilled with Microsoft Word and Excel
- Can receive and process information well
- Consistent in following instructions
- Focused and goal oriented
- Can work under pressure
- Flexibility and adaptability to change
- Quick learner, proficient with various databases
- Committed to cultivating relationships with clients and customers

WORK EXPERIENCES

Company: Central Bank of the Philippines, Ozamis City, Philippines

Position: Secretary to the General Manager

Duration: April 2015-March 2016

Responsibilities:

- Preparing the materials needed for the conference
- Recording and encoding all incoming and outgoing communications
- Responsible for answering and handling incoming and outgoing phone calls
- Arranging internal/external meetings, preparing agenda, taking minutes of the meeting and circulate to all attendees.
- Disperse incoming mail to correct recipients throughout the office.
- Make travel arrangements and prepared agendas for company executives
- Provide executive-level administrative support, including assisting with tasks and projects as required.
- Review documents before submitting for approval
- Maintain absolute confidentiality.

Company: SM Premier Davao, Davao City, Philippines

Position: HR Assistant

Duration: March 2016-August 2016

Responsibilities:

- Responsible for monthly payroll for all employees.
- Ensures accurate documentation and data compilation of all employees' information in the system.
- Monitors level application for staff.
- Answers phone utilizing accepted format; takes and relays messages and/or directs calls to the appropriate personnel.
- Utilizes computer and software to prepare general correspondence, office reports, and documents from rough drafts and handwritten notes; composes memos and letters; creates and maintains database information.
- Prepares, maintains and updates files and logs following prescribed methods.
- Performs general clerical/ office functions, as needed, including but not limited cleaning, filling, and cataloging older records; processing for storage, and moving large outsize books and records boxes.

Company: Vista Land Condominium, Davao City, Philippines

Position: Real Estate Sales & Marketing Agent

Duration: August 2016-June 2017

Responsibilities:

- Determine clients' needs and financial abilities to propose solutions that suit them.
- Provide guidance and assist buyers in purchasing property for the right price under the best terms.
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing.
- Display and market real property to possible buyers
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc).
- Manage property auctions or exchanges
- Maintain and update listings of available properties
- Develop networks and cooperate with attorneys, mortgage lenders and contractors.
- Promote sales through advertisements, open houses and listing services.
- Send quotations for the property inquired by the clients.
- Remain knowledgeable about real estate markets and best practices.
- Achieve assigned sales target.

Company: Techfactors, Inc. (Book Company), Davao City, Philippines

Position: Sales Consultant

Duration: June 2017-February 2019

Responsibilities:

- Good knowledge about the products requirements, features, and benefits for the clients.
- Identify potential clients and participate in lead generated activities based on company's agreed activities.
- Conduct sales presentation and demonstrations.
- Interact with internal and external contact persons professionally.
- Implementation of sales and marketing activities like training for teachers, seminars for administrators, president and other administrators' conference.
- Maintain after sales services and support to the private schools institutions; from school president to teachers and students.
- Make coverage plans, deliver contract renewal and support packages.
- Develop an effective feedback system to determine needs and satisfaction geared towards achievement of sales target.
- Maintain customer database and prepared required reports.