Jameson Mostacho

Contact

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Burjuman, Bur Dubai

Education

- Computer Technology - Undergraduate
  Lyceum Subic Bay Freeport Zone
  2007
- Computer Hardware Technology - Undergraduate
  Comteq Computer & Business College
  2006
- Olongapo City National High School - SPS
  OCNHS - Olongapo City
  2002 - 2004
- Saint Anthony High School - Private
  Matain Subic Zambales
  2001

Skills

- Management Skills
- Microsoft Office
- Oracle, iConnect & Salesforce
- Bitrix
- Canva, Nitro & Sejda Editing

UAE Driver License

- License No.: 4888296
- Expiry: 22-02-2027

Experience

- HR & Sales Admin
  Orla Properties LLC June 2024 - February 2025
  - Recruitment: Manage the full recruitment cycle, from job posting to interview and selection.
  - Employee Relations: Foster a positive work environment and address any employee issues or concerns.
  - Compensation and Benefits: Manage payroll, ensuring timely and accurate payments and commission process to our agents.
  - Transaction Processing and Documentation: Coordinate and manage all documentation for sales deals, including property listings, purchase agreements, and compliance documents.
  - CRM and Database Management: Update and maintain the CRM system with client, lead, and property data. Track leads and sales pipelines, ensuring brokers follow up on leads and sales opportunities.
  - Administrative and Operational Support: Schedule meetings, coordinate appointments, and organize events for brokers and clients. Maintain and update filing systems, ensuring that all relevant documents and files are easily accessible.

- HR Assistant / Sales & Operation Coordinator / Project Administrator / Admin Assistant & Office Assistant
  MAG GROUP & MAG PROPERTY DEVELOPMENT December 2023 - May 2024
  April 2011 - December 2020
  - Recruitment and Onboarding: Assist in the recruitment process by posting job advertisements, screening resumes, and scheduling interviews. Communicate with candidates regarding interview details and job offers.
  - Employee Records and Documentation: Maintain and update employee records in Oracle System. Handle confidentiality and privacy of employee information with the utmost care.
  - Broker's registration at MAG Agency Portal in Salesforce system: All Service requests such as Details Submitted and Agreement Signed must be verified before approval.
  - Monthly report request from Line Manager. Export report from SF > Reports > MAG Brokers Listing.
  - Updating the data base of All time booking of the Client / Reservation Contract and some other task assigned by Line Manager.
  - Collect the down payment /installment and issue the Booking Receipt - cash / credit card and cheques.
  - Reservation Contracts & Handover Costumer Documents Filling.
  - Maintain important documents Soft / Hard copies and Scanning (for Projects; including letters, affection plans, submittals and transmittals) drawings, & RFI's (Incoming & Outgoing).
  - Prepare and provide documentation to internal teams and key stakeholders.
  - Serve & greet the company's customers at all time.
  - To keep the office clean, fresh and appropriate for receiving our customers.
  - To coordinate with all company's staff for attending photocopy of documents, sending faxes and placing inventories in its proper storage.
  - Office Inventory: Organizing the office stationary and Kitchen accessories and keeping reasonable inventory. To have full information about the project that MAGPD has to have full information about Exhibitions, project launching and seminars.

- Travel Agent & Sales Officer
  Byahe Dito Travel & Tours - Philippines March 2020 - June 2023
  - Customer Consultation and Travel Planning: Consult with clients to understand their travel preferences, budget, and specific requirements (e.g., destination, accommodation, activities).
  - Customer Service and Support: Provide excellent customer service by answering client inquiries, resolving issues, and offering post-booking support.
  - Sales and Marketing: Promote and sell travel packages, tours, cruises, and other services.