

**SMITHA MAHESH**

Dubai
Email: chimi2001@rediffmail.com

**ADMINISTRATIVE MANAGER**

**A highly skilled and well accomplished and impressive track Record in Administration** offering over **8years’** experience in the areas of Sales Administrator/ Marketing / Administrative Manager tor Real Estate Industry. Adept at handling **Sales transactions, manages all marketing. Outstanding track record inthe Property Collection**, **managing Landlord and Client relationship, Property Management**. Seeking a challenging opportunity in your esteemed organization.

**Core Competencies:**

Sales Administration ▪ Sales Coordination ▪ Marketing ▪ Administration ▪ Accounts ▪ Operations ▪ Managing and Motivating other staff▪Team Lead ▪ Recording & Filing ▪ Negotiations ▪ Well Trained in Property Collection

**Career Progression:**

**Development Manager June 2014 - Present**

Future Bright Real Estate-Sheikh Zayed Road; Dubai

**Key Deliverables:**

* Responsible for operating and maintaining Real Estate properties with the goal of maximizing income and profits.
* Understanding current and potential customers.
* Provide legal economic and market advises to the prospective client.
* Supervises Real Estate Sales Agents and stay informed about the latest changes in the Real Estate Industry.
* Offer advice and motivate Agents to close sales and giving support to the Agents.
* Develop effective training programs that teach agents how to acquire customers, negotiate deals and secure financing and complete paperwork for the sale.
* Managing the Landlord and client relationship
* Manages all marketing, advertising and promotional activities for the Organization.
* Finding out Properties through various means and giving support to the Sales Agents.
* Advises on techniques to ensure that advertising is aimed at target users.
* Set weekly, monthly and yearly monetary goals for the Sales Agents to achieve and conducted sales meeting.
* Marketing roles may include planning, budgeting and coordinating open houses or other initiatives to develop new leads and increase sales for the office.
* Plan, design and conduct appropriate marketing and selling strategies for individual properties within budgetary limits.
* Responsibilities including Project management and consulting.
* Managing and attending meetings
* Negotiating Leases and Rent Reviews.
* Endeavor to maintain an understanding of both local and national real estate markets.
* Maintain a high professional and ethical profile in accordance with industry and Company standards.

**Marketing Manager- Jun 2009 - May 2014**

Dome Real Estate – Al Hawai Groups

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**Sales Administrator- July 2005 - Mar 2008**

Dome Real Estate – Al Hawai Groups

**Key Deliverables:**

* Capable of carrying out assignments, co-ordinations, implementation and control work related activities and business correspondence independently.
* Raising quotations
* Follow up sales quotes
* Marking daily sales targets
* Maintaining good customer relations
* Producing Sales Reports
* Maintaining good customer relations
* Producing Sales Reports
* Maintaining client Records
* Assisting the MD and Managers by preparing reports, organizing orders, and also updating them with their daily appointments
* Prepare presentations and proposals; develops and maintain sales materials and current product knowledge.
* Responsible for building profitable business relationships and networking with Brokers & Builders within the Industry.
* Development of brochures, website and electronic/print advertising.
* Updating database including employee details.
* Daily update of the availability list with regards to property in the market.
* Systematic and appropriate selection of business gaining magazines in order to boost the reputation
* Initiate the market research studies and analyze the end users and investors and the credit of the company.
* Contributes to the fulfillment of department and Company objectives and goals

**NeST Group- India Dec 2004 – Jun 2005**

***Executive Secretary for the Board Directors - Cochin***

**Key Deliverables:**

* Assist the new customers by monitoring them to achieve program objectives.
* An excellent team player and an effective communicator.
* Encoding, filing, daily transactions and securing confidential files and making appointments and keeping track record of the same.
* Handling all incoming and outgoing calls, emails and other correspondence.
* Performs administrative functions relating to employee welfare and benefits.
* Contributes to the fulfillment of department and company objectives and goals.

**Educational Qualifications**:

**Masters in Computer Application - April 2005**

Bharatiyar University-India

**Bachelors in Computer Application**

Ettumanoorappan College, Kerala, India

**Projects Undertaken**:

**WWICS - World Wide Immigration Consultancy System**

Logics Software Solutions- India

Platform – Windows 2000; Tools : Asp.NET, SQL Server2000

**Online Student Attendance & Course Mgmt System**

Ettumanoorappan College, Kerala, India

Platform – Windows 2000; Tools : VB, SQL Server

**Computer Skills:**

Microsoft Word, Excel, Outlook, MS Office

**Personal Details:**

**Date of Birth :02nd Jan**, 1981

**Nationality :**Indian

**Marital Status :** Married.

**Driving License :**IndianDriver’sLicense

**Visa Status** : Husband Sponsorship

**Languages :**English, Malayalam, Tamil and Hindi

**References available upon request**