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| **PERSONAL INFORMATION**  Nationality:              Nigerian  Marital Status:  Single  Languages:  English   * General & Biz Eng   Visa Status   * Tourist visa | **CURRICULAM VITAE**  **REBECCA** *Professional & Specialist*  **CAREER PROFILE**  I am a motivated individual who is result oriented having the initiative to work effectively at any challenges; I have the ability to learn quickly and achieve the required targets set by the organization. Am an effective team player, a reliable team leader and self-motivated person. I can works well with little or no supervision, Excellent communication and interpersonal skills, tactful when working with difficult people. Excellent managerial and administrative skills. Experienced Business sales executive with a strong work ethic and proven customer service skills. I am seeking to take up a responsibilities as A Business Development Executive, Property Consultant, Administration Officer, Marketing and Customer Relationship Manager in any fast growing company where my education & experience will have valuable application  **PROFESSIONAL STRENGHT**   * Good communicator and motivator (Fluent in English & partly Arabic - Learning) * Very industrious and like new challenges * Pleasant personality and confidence * Teachable, articulate and efficient * Good team spirit and a positive outlook * Winning smiles, approachable & result oriented * Customer Focus and Team work * Effective Communication * Personal Accountability & Commitment to achieve * Resilience and Flexibility (Can do attitude) * Proficient in delivering effective training sessions * Possess excellent presentation and teaching skills * Ability to develop and lead technical audit assignments * Ability to develop and lead technical training program sessions * Ability to generate business ideas in a clear and precise manner * Good at Products/Service Marketing   **PERSONAL SKILLS/STRENGHTH**   * 12+ years of experience in Business Executive, Office Administration, Sales Coordination , property Consultant and Customer Relation Officer with reputed organizations in Nigeria and Dubai * Qualified with Diploma in Computer Science and studies * Qualified with Higher and National Diploma in Estates Management * Have excellent working skills in MS Office Applications * Expert in handling people of diverse nationalities, and renowned for being an excellent team player * Meticulous approach to work with good organization skills. * Can handle multiple tasks effectively & very much flexible with time. * Excellent spoken & written communication skills in English. * Confident and capable of working on own initiative under strict deadlines. * Ability to adapt to new environments and grasp work quickly. * Well organized, systems oriented & have a strong attention to details. * Efficient, smart, reliable and hardworking. * Can work under pressure and meet deadlines   **PROFESSIONAL MEMBERSHIP**   * Nigerian National Institute of Estate Surveyors and Values. * Real Estate Regulatory Agency (Dubai Land Department)   **PROFESSIONAL WORK EXPERIENCE (12 Years)**  **Senior Property Consultant/ Administrator/ Business Sales Executive**  Damac Properties &Co. LLC.  Dubai International Financial Centre (DIFC)  United Arab Emirates (UAE)**(2014-2016)**   * Convincing prospective clients that my sales is the right one and to handle their sale and agree the terms * Arranging advertising to promote the properties * Sending out details of new properties on the market   to people on database   * Making appointments and showing buyers around the properties * Finding buyers in a position to proceed with purchase and willing to pay an acceptable price * Referring buyers to mortgage arrangers for quotations and advice   **Head Administration / Business Development Executive.**  Judy Bako Nigerial Limited  UTC Plaza, Area 10,Garki,Abuja.**(2011-2014)**   * Develop and manage quality control systems * Ensure that the product or service meets client's required criteria. * Create and follow goals to achieve high standards. * Dealing with customer enquiries and aiming to meet their expectation * Supervising and Reassuring quality performance with the organization.   **Property investment/Business & Marketing Executive**  Gild Asset & Investment Ltd.  Awolowo Avenue, Lagos, Nigeria **(2009-2011)**   * Answers routine billing questions/issues from clients * Receives and processes all payments according to standard procedures. * Assists in the opening and closing of a retail location which includes and but not limited to cash handling and deposits * Informs customers about services available and assesses customer needs * Completes, processes, and maintains applicable paperwork and records * Organize and schedule meetings and appointments * Maintain contact lists and Order office supplies * Produce and distribute correspondence memos, letters, faxes and forms * Assist in the preparation of regularly scheduled reports * Develop and maintain a filing system * Book travel arrangements * Submit and reconcile expense reports * Provide general support to visitors * Assist in the preparation of regularly scheduled reports. * Develop and maintain a filing system * Submit and reconcile expense reports * Provide general support to visitor   **Senior Property Consultant /Administrative officer.**  Jide Taiwo & Co Estate Surveyor & Valuer  Allen Avenue, Lagos, Nigeria. **(2006-2009)**   * Identify potential strategic commercial real estate investment trends and opportunities. * Takes a leadership role in decision making on investments in the fixed income and equity arena * Originating and analyzing finance, close, manage and sell real estate investments. * Briefing members of the Advisory Board and the Board of Members on proposed acquisitions * Working with professionals to structure and negotiate real estate transactions. * Overseen the closing of real estate transactions. * Travel to visit investment managers and real estate investment |
|  | **EDUCATION:**  **Diploma in Computer Science (DIPLOMA)**  University of Agricultural Abeokuta, Nigeria.  **Higher/National Diploma in Estate Management [HND/ND]**  Lagos State Polytechnics, Nigeria.  First School Leaving Certificate**[SSCE]**  **SEMINARS/WORKSHOP ATTENDED**   * Effective Sales Strategies * Management Process on training and proposal development * Leadership behavior, motivation and goal setting * Brochure and training manual development * Result-focus budget planning,preparation,implementation,tracking,evaluation,auditing and reporting * Workplace Communication & Interpersonal Skills * Creative thinking & critical thinking skills * Team Playing & Team Building Skills   **EXECUTIVE & MBA SEMINARS ATTENDED**   * International Human Resource Management * Strategic Service Marketing & Customer Service   **SOFT SKILLS**  Solutions-focused, Flexible, Patience, Strong analytical abilities, Honest & Humble.  **STRENGTHS**   * Experience and exposure to various works, people and cultures. * Highly motivated and adaptable with good organizing and planning skills. * Hardworking and capable of handling work in a systematic way. * Ability to handle several situations with confidence. * Punctuality and efficiency. * Best Moral etiquettes   **REFEREES:**  **Upon Request** |
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