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| **PERSONAL INFORMATION**Nationality:             NigerianMarital Status: SingleLanguages:  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 & ValuerAllen 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
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|  | **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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