

KRIZZIA

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CAREER JOB OBJECTIVE:

*To be a part of a company in where I can attain professional growth by learning new skills, share my abilities, capabilities and experiences, to have an opportunity to reach and build new goals by rendering my service with dedication, honesty, loyalty, transparency and perseverance.*

CAPABILITIES:

*Has the ability to accept assignment and can independently handle the duties with less and minimal supervision, open-minded, committed to the job, hardworking and a couple with positive attitudes towards life and adoptable in nature and always interested to learn more about career advancement*.

SKILLS SUMMARY:

*●Knowledgeable in computer’s MS Office Application and Internet Research Online.*

*●Able to read, write and verbally communicate in English.*

*●Experienced in archiving, verbal and written communication, research method and presentation.*

*●Capable of working with minimal supervision and under time pressure.*

*●Experienced in Sales (Real Estate), prospecting, presentation, building rapports, and closing of deals.*

*●Well experienced in sales marketing and advertisement.*

*●Well experienced in Meeting Sales Goals, Negotiation, Selling to Customer Needs, Motivation for Sales, Sales Planning, Building Relationships, Coaching, Managing Processes, Market Knowledge, Developing Budgets, Staffing.*

*●Service oriented and result oriented, received directions easily, eager to be trained, learn new skills and willing to invest time and effort to complete a certain responsibility.*

*●Hard working, positive attitude and with a strong leaderships among colleagues.*

SUMMARY OF EXPERIENCE:

Position: Relationship Officer

Company: Dunia Finance LLC

Duration: February 14, 2016 – Present

Monthly Salary: AED 3,750 plus incentives

Address: Dunia Finance LLC – Sharjah Branch

Job Description:

*●Responsible for achieving individual targets across all products (Personal Loan, Cards, Auto.)  
●Develop long term relationship with customers.*

*●Assist the team leader in undertaking micro marketing events to promote sales.  
●Continuously list more and more companies in the target market list.   
●Provide excellent service to the customers.*

*● Motivate the new hires in the sales team to reach their targets.*

*● Responsible for ensuring that the sales strategy is in line with compliance policies with regards to operational, financial and regulatory risks.*

Position: Sales Manager

Company: Moldex Realty Inc.

Duration: March 01, 2014 – January 05, 2016

Monthly Salary: Php 25,000 plus commission and incentives

Address: Moldex Realty Inc. Unit 15 Lower Ground Floor, SM City Baguio, Luneta Hill Session Road, Baguio City, 2600 Philippines

Job Description:

●*Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results.*

*●Establishes sales objectives by forecasting and developing annual sales quotas, projecting expected sales volume and profit for existing and new products.*

*●Implements sales programs by developing field sales action plans.*

*●Completes sales operational requirements by scheduling and assigning employees; following up on work results.*

*●Maintains sales staff by recruiting, selecting, orienting, and training employees.*

*●Maintains sales staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.*

*●Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.*

*●Schedule monthly and weekly meetings.*

*●Assign floor duty and open houses.*

*●Keep records of sales associates’ productivity.*

*●Report on sales activities to top management.*

*●Received verifies and prepares receipt for payments and prepares related accounting forms.*

*●Conduct seminars and training sessions for sales agents to improve sales techniques.*

*●Contributes to team effort by accomplishing related results as needed.*

*●Being friendly and helpful to clients and co-workers working well with superior and subordinates in a positive manner to ensure pleasant work place.*

Position: Senior Real Estate Consultant

Company: Empire East Land Holdings Inc.

Duration: April 22, 2013 – February 28, 2014

Monthly Salary: Php 18,000 plus commission and incentives

Address: Unit 114-115, 2nd floor Skyline Terraces SM City Baguio, Luneta Hill Session Road, Baguio City, 2600 Philippines

Job Description:

*●Supervise and evaluates performance of subordinates.*

*●Prospecting clients through saturation, field activities and internet selling.*

*●Respond to phone calls and walk-in’s clients for inquiries and product support questions.*

*●Provide guidance and assist sellers/buyers in marketing/purchasing property for the right price under the best terms.*

*●Determine client’s needs and financials abilities in order to propose solutions that suit them.*

*●Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters to their benefit and ensure a fair and honest dealing.*

*●Perform comparative market analysis to estimate properties value.*

*●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.*

*●Cooperate with appraisers, escrow companies, lenders and home inspectors.*

*●Develop networks and cooperate with attorneys, mortgage lenders and contractors.*

*●Promote sales through advertisements, open houses and listing services.*

*●Remain knowledgeable about real estate markets and best practices.*

*●Answer clients' questions regarding construction work, financing, maintenance, repairs, and appraisals.*

Position: Real Estate Consultant

Company: CapitalHomes Realty and Development Corporation

Duration: January 15, 2012 – March 01, 2013

Monthly Salary: Php 12,000 plus commission and incentives

Address: 38 Legarda Bukaneg St. Legarda Road Baguio City Phlippines

Job Description:

*●Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.*

*●Compare a property with similar properties that have recently sold to determine its competitive market price.*

*●Advice clients on market conditions, prices, mortgages, legal requirements and related matters.*

*●Promote sales of properties through advertisements, open houses, and participation in multiple listing services.*

*●Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.*

*●Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.*

*●Interview clients to determine what kinds of properties they are seeking.*

*●Coordinate property closings, overseeing signing of documents and disbursements of funds.*

*●Generate lists of properties that are compatible with buyers’ needs and financial resources.*

*●Contact property owners and advertise services to solicit property sales listings.*

*●Arrange for title searches to determine whether clients have clear property titles.*

*●Display commercial, industrial, agricultural and residential properties to clients and explain their features.*

*●Coordinate appointments to show homes to prospective buyers.*

*●Investigate clients’ financial and credit status to determine eligibility for financing.*

*●Inspect condition of premises, and arrange for necessary maintenance or notify owners of maintenance needs.*

*●Arranged meetings between buyers and sellers when details of transaction need to negotiated*.

Position: Executive Secretary

Company: City Legal Office

Duration: April 2011 – January 01, 2012

Monthly Salary: Php 10,000

Address: Laoag City Hall, Laoag City 2900 Ilocos Norte Philippines

Job Description:

*●Welcomes guests and clients by greeting them in person or on the telephone, answering or directing inquiries.*

*●Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data and graphics, coordinating case preparation.*

*●Conserves attorneys time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents: collecting and analyzing information; initiating telecommunications; organizing clients conferences and attorneys meeting; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of charts, graphs, and other courtroom visuals; preparing expense reports.*

*●Maintains attorney calendar by planning and scheduling conferences; teleconferences, dispositions, and travel; recording and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; anticipating changes in litigation or transaction preparation requirements.*

*●Represents attorney by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters to attorney.*

*●Generates revenues by documenting and inputting attorney billable time and reimbursable expenses; preparing invoices; tracking payments.*

*●Maintains client confidence by keeping client/attorney information confidential.*

*●Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions; maintaining transcripts; documenting and maintaining evidence.*

*●Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.*

*●Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs.*

*●Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.*

*●Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.*

SEMINARS AND TRAINING ATTENDED:

SUPER SALES TRAINING

October 10, 2016

Dunia Finance Main Office

Dubai Outsource Zone

Dubai United Arab Emirates

SALES AND MARKETING SEMINAR

April 12, 2016

Dunia Finance Main Office

Dubai Outsource Zone

Dubai United Arab Emirates

REAL ESTATE IN FOCUS

April 22, 2015

Moldex Realty Inc.

Vito Cruz, Manila Philippines

SALES MONITORING COURSE

September 30 – October 9,2013

38 Bukaneg Street Legarda Road Baguio City, 2600 Philippines

YOUTH LEADERSHIP TRAINING

August 20- 25 2010

Baguio City

2600 Philippines

THE GUILD OF THE PHILIPPINES

WRITING AND ESSAY SEMINAR

July 15 – 19 2009

Hotel Supreme Convention Center

Baguio City

2600 Philippines

EDUCATIONAL ATTAINMENT:

Degree Holder

Bachelor of Arts Major in Political Science

Divine Word College of Laoag

2007 - 2011

General Segundo St.

Laoag City, Ilocos Norte

Philippines