

**CHINEDU**

[**Chinedu.348648@2freemail.com**](mailto:Chinedu.348648@2freemail.com)

**PROPERTY MANAGER/CRM**

Degree holder from estate management background with over 6years of experience both in sales and customer relationship, earnestly seeks suitable position in which my competence skills and abilities can be employed to benefit your organisation.

**EDUCATIONAL BACKGROUND**

* Hons. Bachelors Degree in Estate Management(5-years) | Imo State University, Owerri Imo State, Nigeria | Dec 2007 - 2012 (**Result Attested**)
* Magdon Comprehensive College | 2004
* Expecting International Health and Safety Examination | December 2017

**CERTIFICATIONS**

* Security/Emergency/First Aid Certificate | by Security Industry Regulatory Auth. | Dubai UAE | July 2017
* DPS Certificate | Dubai Police HQ | July 2015
* Leadership Certificate | Daystar Academy | Lagos-Nigeria | July 2013

**STRENGTHS**

* Strong Interpersonal, communication and networking skills
* Strong IT skills(use of Microsoft office such as Word, Excel, Outlook, Corel Draw; AutoCad; perfect use of internet)
* Procurement and negotiation skills
* Able to multitask and prioritise workload
* Time and cost management skills
* Project management
* Lease administration
* Revenue management
* Marketing and sales
* Research skills and the ability to draw information from various sources,including people
* Clear and concise writing skills and the ability to handle long and complex documents
* Team work skills and ability to lead and motivate others
* Practical, flexible and innovative approach to work

**PROFESSIONAL EXPERIENCE**

**GUARD**

ENFORCE SECURITY SERVICES LLC, DUBAI, UAE | JULY 2015 - TILL DATE

- SECURITY SERVICES AND FACILITIES

* Greeting customers and enquiring their purpose of visit.
* Ensure that all persons entering the building are authorized to do so.
* Maintaining surveillance of assigned locations and providing maximum visibility.
* Assisting as needed by client, their employees, guests and visitors in expedient and professional manner.
* Ensure all facilities in assigned area are in order and good condition.
* Complete daily activity reports or other written documents as requested by the client.
* Observing and implementing rules and policies of the company.
* Promoting good public relations through courteous, helpful, and professional contact with client and their guests/visitors.
* Coordinating with my team for smooth operation.

**ESTATE SUPERVISOR/EXECUTIVES ASSISTANCE**

NEW DAIRY FARM HOUSING ESTATE ASSOCIATION | NIGERIA | JUNE 2013 - MAY 2015

- RESIDENTIAL PROPERTY

* Prepared documents to put out tender for contractors.
* Managed projects and supervised and coordinated the work of contractors.
* Administered leases and at same time the estate agent.
* Collected service charges, computed and issued receipts, and managed the estate bank/statement of account.
* Calculated and compared costs for required items and services to achieve maximum value for money.
* Directed, coordinated and planned essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering and waste disposal.
* Attended to phones calls 24/7 from the executives, residents, contractors and potential tenants.
* Planned best allocation and utilisation of space and resources for new developments.
* Confirmed that agreed work by staff or contractors has been completed and satisfactorily and followed up on any deficiencies.
* Coordinated and led staff to cover various areas of responsibility.
* Used performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
* Responded appropriately to emergencies or urgent issues as they arise and dealing with the consequences.

**SALES REPRESENTATIVE**

VICTORIA CHIDI AKIM AND ASSOCIATES | NIGERIA | JULY 2011 - MAY 2013

-REAL ESTATE FIRM

* Generated listings/ leads for sales of properties through cold calls and referrals.
* Generated target clientele and coordinated the sales.
* Attended to walk in customers.
* Negotiated, facilitated and managed real estate transactions.
* Showed properties to potential buyers and other brokers at open houses and by appointment.
* Communicated with clients to understand their property needs and preferences.
* Delivered positive, effective sales presentations.
* Maintained connections with clients to encourage repeat business and referrals.
* Created and implemented marketing plans to drive sales.
* Worked closely with clients to get the appropriate loans, inspections and credit reports.

**ADDITIONAL INFORMATION**

; **Nationality**: Nigerian; **Visa Type**: Employment

**Language Skills**: English and Igbo

**References**: Available upon Request