**EIGHT (8) YEARS OF WORK** **EXPERIENCE**

**CRUXSTONE DEVELOPMENT AND INVESTMENT LIMITED (JUNE 2019 TILL DATE)**

**PRESENT POSITION: SALES MANAGEMENT**

**JOB DISCRIPTION:**

>Develop new sales technique and ideas that will improve team performance.

>Manage all sales coming from my designated Venue.

>Ensure daily, bi-weekly, monthly reports of activities and performance that are collated and sent to head of sale.

>Researched and strategize on how to improve sale that will lead to closing out deals.

>Ensure that team members are up to speed with the market.

>Design and develop required effective training to improve sales team and their processes.

>Monitor all sales activities in the office and on the field of members of my unit.

>Conduct team meetings daily with team members to track team performance and growth.

>Daily research and monitoring of the financial market, real estate and investment market-

And present findings at management meetings, beginning of the week.

>Graphical illustration of reports on sales made and the impact on the company’s financial forecast.

>Ensure smooth flow of work and make sure my team team members have all they require to work with.

>Train regularly the Investment Promoters in my unit to enhance their skill set in sales generation.

>Follow up with all leads by every team member to ensure deals are closed and clients are Satisfied

>Motivate team members boosting their morals and jointly appraise team member’s performance quarterly with Head of sales.

>Develop a customer satisfaction survey and send report generated to the Head of sales.

>Always update clients list which will include all contact nos, email, business and address.

>Advice on new strategies for sales processes.

>Closing sales transaction for all team members.

>Maintaining and improving sales performance of the team.

>Provide guidance coach advice and motivate all team members to create a high performance sales force.

>Creating sales plan, analyzing data and coordinating all sales activity in my team

>Constant reminder of organizational goals and target to constantly maintain the right mind set in my team.

>Detailed client profiling to establish suitability and affordability

>Thorough product package knowledge impact to prospective client taking every details that enhances and steers interest

> Advice client on best investment options based on what client can afford.

>source and log all client details

>Taking clients to site and making presentation on the available properties

> Making a successfully business transaction with the client on the property

**POSITION HELD: ASSISTANT SALES MANAGER**

**JOB DISCRIPTION:**

>Develop new sales technique and ideas that will improve team performance.

>Assist the manager in the responsibilities of maintaining and improving sales performance of the team

>Detailed client profiling to establish suitability and affordability

>Thorough product package knowledge impact to prospective client taking every details that enhances and steers interest

> Advice client on best investment options based on what client can afford.

>source and log all client details

>Talking clients to site and making presentation on the available properties

> Making a successfully business transaction with the client on the property

**GRENADINES HOMES LIMITED (JAN 2018 – FEB 2019)**

**POSITION HELD: INVESTMENT ADVISER**

**JOB DISCRIPTION:**

>Detailed client profiling to establish suitability and affordability

>Thorough product package knowledge impact to prospective client taking every details that enhances and steers interest

> Advice client on best investment options based on what client can afford.

>source and log all client details

>Talking clients to site and making presentation on the available properties

> Making a successfully business transaction with the client on the property

**LEKKI GARDENS REAL ESTATE LIMITED (MAY 2017-JAN 2018)**

**POSITION HELD: SALES EXECUTIVE**

**JOB DISCRIPTION:**

Involved in potential client prospecting.

>Detailed client profiling to establish suitability and affordability

>Thorough product package knowledge impact to prospective client taking every details that enhances and steers interest

>source and log all client details

>Taking clients to site and making presentation on the available properties

> Making a successfully business transaction with the client on the property

**THE FIRST GROUP REAL ESTATE INTERNATIONAL (Feb 2012 > Aug 2016)**

**POSITION HELD:** Promotional Venue Executive

**JOB DESCRIPTION:**

>involved in potential client prospecting within an assigned territory

>Detailed client profiling to establish suitability and affordability

>Thorough product package knowledge impact to prospective client taking every details that enhances and steers interest

>source and log all client details

>Follow up via emails and phone calls and occasionally or periodically organize private meetings to keep up pursuit

>Bring up to speed to the clients with relevant travel arrangements and packages that facilitates inspections and visits to the location of property

**IRS AIR LINES (May 2011 > Feb 2012)**

**POSITION HELD:** counter sales officer

**JOB DESCRIPTION**:

>Facilitate and ensure polite passenger and luggage handling

>Ensure accurate passenger and luggage documentation

>where applicable charge and record all excess luggage>periodically assist in the provision of flight schedule information to passenger.