

CONFIDENTIALITY CLAUSE: All Information concerning the Candidate is furnished to the Client in strict confidence. The Client may not divulge this information to any third party, nor contact the Candidate's present employer, nor take references without prior consultation with MPC Recruitment

Position Applied For:

Property Sales

Candidate Name:

Anelle Loftie-Eaton

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

(021) 552 8048

Date Referred:

24 November 2016

Personal Details

Surname :

Loftie-Eaton

First Names :

Anelle

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

White female

Availability :

Calendar month

Current Salary :

R12 000.00

Expected Salary :

R12 000.00 - R15 000.00

Career Summary

Company

Position

Duration

Investpro

Financial Adviser

Sep 2016 - date

Prime Letting / SJJMC Properties Pty Ltd

Portfolio Manager

Jan 2013 - Aug 2016

Property Management & Rental Specialists

Portfolio Manager

Jul 2011 - Dec 2012

Candidate Summary

Anelle is an enthusiastic and vivacious career person who is passionate about property. Her strength is in building solid relationships with her clients and ensuring that she meets their needs. She is creative and needs to be stimulated with new challenges and opportunities. She has excellent communication skills and is really engaging.

Academic History

Qualification :

Diploma, Sectional Title Management Scheme

Date Completed :

2014

Institution :

Paddocks (UCT)

Qualification :

Diploma, Travel & Tourism

Date Completed :

2000

Institution :

Academy of Learning

Qualification :

Matric

Date Completed :

1999

Institution :

Dinamika



Computer Skills

Programs/Systems :

MS Word

Propworx

MRI

Blueprint Professional

MS Excel

PowerPoint

Project

Anelle Loftie-Eaton
Resumé of Career to Date
Company Name :
Envestpro affiliated with Liberty
Type of Industry :
Insurance
Period of Employment :
September 2016 - date
Position :
Financial Advisor
Duties :

Giving Financial advice to clients by:
Calling the client to set up meetings
Do a Financial Analysis to determine their financial needs and priorities
Set Up follow up meeting
2nd Meeting
Advise the client and to give a quotation based on their needs by adding products specific to their needs.
Close the sale
Keep ongoing relationship with client.
Reason for Leaving :
Commission only

Company Name :
Prime Letting / SJJMC Properties Pty Ltd
Type of Industry :
Property
Period of Employment :
January 2013 - August 2016
Position :
Portfolio Manager
Duties :

Marketing & Campaign Management:
Acquire new business -Ensure delivery and follow up of existing and any new marketing strategies
Marketing
Creating a campaign on Salesforce (description & photo quality)
Area & market price research
Spot checking of online advertisements
Viewings (arranging & hosting show-days) in conjunction with APM
Recording & monitoring lead data
Tenant Vetting in conjunction with APM TPN checks
Applicant reference checks
Financial / affordability checks
Updating lead progress status
Portfolio Management: Utilities management -
Ensure receipt of all necessary utility bills;
Ensure all managed properties utility bills are charged correctly;
Going to council to deal with queries
Handover to tenants:
Arrange and do pre-inspection
Inspections:
Arrange and conduct biannual & outgoing inspections with tenants
Monthly portfolio reports
Tenant / lease management:
Handle and resolve all day to day body corporate, tenant and landlord relations,

issues and complaints; debtors; rental and utilities collections; maintenance issues

Reason for Leaving :

Retrenchment

Company Name :

Property Management & Rental Specialist

Type of Industry :

Property

Period of Employment :

July 2011 - December 2012

Position :

Portfolio Manager

Duties :

All office administration duties to Body Corporate management and related correspondence

Spread sheets to set up and monitor special levy collections

Keeping, maintaining as required, up to date lists of all owners, trustees, staff, pets and asset registers.

Preparation and distributing of agendas of meetings and all relevant documents

Attendance at all meetings and taking minutes

Analysis of maintenance requirements, arranging quotations and related site visits and inspections.

Handling of insurance claims.

Attending courses as/when necessary for keeping up to date on Body Corporate affairs and related laws.

Attending to postage, banking, deeds office etc. as required

Assisting generally around the office as part of the team

Reason for Leaving :

The business was sold

Company Name :

Matrix Warehouse Computers

Type of Industry :

I.T

Period of Employment :

April 2005 - February 2008

Position :

Sales Manager

Duties :

Manage client liaising between tenant and landlord

Manage contractors with instructed maintenance issues.

Manage data processing and updates on the system.

Source and arrange project management and services for Colours Residential.

Basic administration and Client Accounting.

Successfully sourced and arranged property services for Colours Residential

Manage accounting from rental receipt to payments to contractors and landlords.

Promoted from Property Administrator to Property Manager

Accuracy and priority lists are key for success in ensuring the best possible service for clients.

Reason for Leaving :

Relocated to Cape Town

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
PAGE * MERGEFORMAT 2

PAGE * MERGEFORMAT 5
■Candidate Name ■|■Anelle Loftie-Eaton XE
■MPC Consultant Name ■| ■Colleen Stevenson (021) 552 8048