

Ajmal Afzalzada

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Objective

- To partner with Gta-Homes as a Pre-Construction Real Estate Agent (Sales Agent).

Highlights of Qualifications

- Exceptional knowledge in the real estate & financial markets
- Outstanding knowledge of investment products
- Excellent people management and leadership skills
- Strong relationship-management skills
- Excellent analytical and problem-solving skills
- Strong written and verbal communication skills
- Excellent business acumen and financial industry knowledge
- Strong attention to detail and time management skills
- Proficiency in Microsoft Office products, including Outlook, Word, Excel, and PowerPoint.
- Fast learner, self-motivated, initiative with elevated level of energy
- Ability to work within a team environment and independently.
- Superior presentation, facilitation, and organization skills
- Superior oral and written skills in English, Farsi & Dari

Relevant experience

Real estate agent, REMAX Realtron, Newmarket ON Feb 2019- Aug 2022

- Present purchase offers to sellers for consideration.
- Negotiate prices or other sales terms.
- Compare a property with comparable properties that have recently sold to determine its competitive market price.
- Appraise property values.
- Advise 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.
- Develop content for sales presentations and other materials.
- Accompany buyers during visits to and inspections of property and advise them on the suitability and value of the property they are visiting.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds, and leases.
- Confer with lawyers, lenders, home inspectors to ensure that terms and conditions of the purchase agreement are met before closing dates.
- Coordinate property closings, overseeing the signing of documents and disbursement of funds.
- Contact property owners and advertise services to solicit property sales listings.
- Deliver promotional presentations to current or prospective customers.
- Attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.
- Advise sellers on how to make homes more appealing to potential buyers.
- Investigate clients' financial and credit status to determine eligibility for financing.
- Develop a network of attorneys, mortgage lenders, and contractors.
- Inspect condition of premises and arrange for necessary maintenance or notify owners of maintenance needs.
- Appraise properties to determine loan values.
- Evaluate mortgage options to help clients obtain financing at the best prevailing rates and terms.
- Rent or lease properties on behalf of clients.
- Development of business lead

Store owner and operator, Toronto, 2013-2017

- Managing the store staff and their scheduling
- Managing relationships with suppliers
- Product sourcing and building a product assortment
- Merchandising the store
- Paying the bills and managing cash flow
- Driving traffic to the store through partnerships and marketing efforts
- Managing inventory levels and taking corrective actions when needed
- Growing the business and managing its expansion
- Reading & analyzing the different retail reports
- Managing and directing day to day operations
- Recruiting, training and supervising 7-10 staff members
- Maintaining inventory, overseeing stock levels, ordering supplies
- Maintaining a friendly manner when always providing service to the customer.
- Controlling operational costs and promoting efficiency
- Weekly, monthly and annual financial reporting
- Managing budgets, setting targets, assessing and improving profitability
- planning menus
- Ensuring compliance with licensing, hygiene and health and safety legislation/guidelines
- Promoting and marketing the business by being involved in the community and building a reputation in the community
- Handling customer enquiries and complaints
- Handling administration and paperwork
- Making improvements to the running of the business and building the business from the bottom up
- Managing relationships with customers, employees, suppliers, licensing authorities and wholesalers

Franchise owner, Jan pro, Peel ON, 2010-2013

- Provides oversight and quality control for office cleanings.
- Conducts business process assessments and develops new processes for the successful management and execution of services.
- Successfully created a client base of 30+ contracts through client retention and customer relations.
- Planning, recruitment, and employee selection.

- Manage set up and day-to-day management of business' finances, through QuickBooks and local community bank.
- Direct day-to-day business operations, including payroll, inventory control, and profit/loss statements.
- Facilitate improved communication among departments.

Independent store operator, Mac's convenience, 2007-2010

- Responsible for the implementation of Store Support programs.
- Attending trade shows and seminars with company guidance.
- Responsible for successful Loss Prevention, Safety and Internal Audits.
- Assist with special projects within the district as set forth by the District Manager.
- Conduct weekly management staff meetings.
- Ensure effective training and development of all associates.
- Recruit prospective associates for possible management positions throughout the store.
- Manage and support the hiring, scheduling, reviewing, rewarding and coaching of all store associates including management.
- Actively recruit and promote the advancement of store associates.
- Challenge all associates to think of ways to better merchandise product, control expenses and increase sales.
- Lead by example; be approachable by all associates and customers.

Education and Certifications

- OSSD high school diploma
- University of Toronto, Bachelor of Arts, specializing in Criminology

References available upon request