# 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](https://www.retaildogma.com/retail-scheduling/)
* Managing [relationships with suppliers](https://www.retaildogma.com/bargaining-power-of-suppliers/)
* Product sourcing and [building a product assortment](https://www.retaildogma.com/depth-vs-breadth/)
* [Merchandising](https://www.retaildogma.com/merchandising/) the store
* Paying the bills and [managing cash flow](https://www.retaildogma.com/retail-cash-flow-management/)
* [Driving traffic to the store](https://www.retaildogma.com/drive-traffic-to-retail-store/) through partnerships and marketing efforts
* [Managing inventory](https://www.retaildogma.com/inventory-management-guide/) levels and taking corrective actions when needed
* Growing the business and [managing its expansion](https://www.retaildogma.com/how-to-expand-retail-business/)
* 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**