**CHANTAL YOUNG SING**

**LP 16 Apt #1 Streatham Lodge Road Ext**

**St Augustine South**

**MOBILE: 1-868-371-2979**

**EMAIL ADDRESS:** [**Chantaly@usa.com**](mailto:Chantaly@usa.com)

**CURRICULUM VITAE**

**DATE OF BIRTH:**

**2nd January, 1981**

**EDUCATION:**

***Bachelor of Business Administration***

University of New Brunswick, Fredericton, Canada (2001-2004)

***Certificate in Principles of Real Estate Sales*** - Roytec in association with The Association of Real Estate Agents (AREA) Trinidad and Tobago (2005)

***Certificate in Introduction to Business and Computer Technology*** – Roytec (1999-2000)

***CXC*** - Providence Girls Catholic Secondary School (1993 – 1998)

**EMPLOYMENT HISTORY:**

2006 – PRESENT

**Independent Real Estate Agent**

Duties:

* Specializing in sourcing residential expat rental accommodation for employees of International Companies namely Actavo, Neal and Massy Woodgroup, British Gas, Sunny Group of Companies, Repsol, and Digicel.
* Negotiation of Price for property between Landlord and Tenant and Vendor and Purchaser.
* Preparation and execution of rental contracts and purchase agreements.
* Preparation and execution of a proper inventory of items in the accommodation on the date of commencement of tenancy in the case of a rental.
* Sourcing of Residential, Commercial and Land Sales for prospective purchasers.
* Ensuring that all documents needed for closing a sale are readily available for example the Deed for the property, paid up-to-date Land and Building Receipts, Certificate of Assessment from Board of Inland and Revenue, WASA Clearance Certificate, Valuation, POS City Corp approvals.
* Building networks with other renowned real estate agencies/agents.
* Property Management.

2005-2006

**Administrative Assistant**

GALT REAL ESTATE LIMITED (Warren Street, Port of Spain, Trinidad)

Duties:

* Manage the company’s client database.
* Prepare rental and sale contracts for the real estate agent,.
* Assist the Managing Director with her daily duties.
* Answering the company telephones and responding to company emails on a daily basis.

**REFERENCES:**

* Ms. Irani Ramoutar – Attorney at Law - #51 Edward Street, Port of Spain, Trinidad – Contact numbers –1-868- 623-2706 or 1-868- 678-3600. Email - iranir@live.com
* Mr. Wesley Wallace – Accountant – Ansa Merchant Bank Limited - #11 Maraval Road, Port of Spain, Trinidad – Contact numbers – 1-868-623-8672 or 1-868-312-5275. Email – [Wesley.wallace@ansamcal.com](mailto:Wesley.wallace@ansamcal.com)
* Ms. Reesa Moonsie – Senior Human Resource Officer – Lonsdale Saatchi & Saatchi – St Clair, Port of Spain, Trinidad – Contact numbers- 1-868-622-6480 or 1-868-319-5497. Email – Reesa\_moonsie@yahoo.com