

DARA VALENTINE KELECHI

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PERSONAL DATA

SEX	Male
DATE OF BIRTH	14 th february,1995
MARITAL STATUS	Single
NATIONALITY	Nigeria
STATE OF ORIGIN	Anambra State,
RELIGION	Christianity

PROFESSIONAL SUMMARY

Honest, viable, efficient and willing to work in an organization or institution that reward diligence. A responsible personality that doesn't underestimate teamwork and team spirit as no human or institution can exist in autarchy.

EDUCATIONAL BACKGROUND

2000 –2006	International Home School Benin City, Edo State
2006 –2012	Alpha High School, Benin City
2012 – 2017	Federal University Of Technology Owerri, Imo State

QUALIFICATIONS OBTAINED

2006	First School Leaving Certificate
2012	Senior School Certificate Examination
2017	B.Tech in Urban and Regional Planning
2019	Certificate of National Service

EXPERIENCE

June 2022 - Nov 2023

Real Estate Agent Assistant

QUANTUM LEAP PROPERTIES, Nigeria OWERRI

Duties:

- Greeting clients, answering the telephone, and making follow-up calls
- You will be answering queries, booking appointments, and following up on potential leads
- Create the paperwork and real estate forms.
- Coordinating showings, assisting at open houses, and obtaining feedback.
- Real estate assistants are critical in organizing, storing, and managing important transaction documents.

Feb, 2021 – Apr, 2022

Real Estate Agent Assistant

PEA GLOBAL LTD, Nigeria OWERRI.

Duties:

- Greeting clients, answering the telephone, and making follow-up calls
- You will be answering queries, booking appointments, and following up on potential leads
- Create the paperwork and real estate forms.
- Coordinating showings, assisting at open houses, and obtaining feedback.
- Real estate assistants are critical in organizing, storing, and managing important transaction documents.

Jul 2016 - Dec 2016

Academic Internship

Umuahia Capital Development Authority

Duties:

- Conducted property charting for property owners for proper identification of property location.
- Supported in the allocation of land for various uses within urban and rural spaces, be it residential, commercial, institutional, industrial, etc.
- Assisted in the assessment and processing of land documents for proper registration and certification.
- Collaborated with surveyors for the proper delineation of physical development plans so as to serve development purposes.
- Collaborated with estate managers on development of residential layout plans, sales of properties and provision of necessary infrastructure, facilities and utilities.
- Participated in the field works of development control and monitoring for compliance with planning standards and zoning regulations.

PERSONAL SKILLS

- Communication Skill
- Microsoft, Excel and PowerPoint Expertise
- Efficient and Effective
- Customer service-orientated

REFERENCES

Dr. Samuel Ogbaa

Lecturer Dept. of Urban and Regional Planning,
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Ukaigwe Promise I.

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