



## VALERIE VANESSA AYUMA

SENIOR PROPERTY CONSULTANT | +971525336458

### Experience

#### Senior Property Consultant | Beyond Infinity Real Estate | July 2022 – Date

- Answering calls and e-mails and providing details of the available properties for sale/lease
- Accompanying visitors to the site and explaining the specifications of the property
- Proofreading and finalizing content of brochures, websites, and other marketing materials
- Communicating with the bank representatives and discussing loan options according to the client's budget
- Keeping track of construction and informing clients about the possession date
- Preparing sales and revenue reports and providing the same to the area property manager

#### Team Leader | Forest Hills Real Estate | Dec 2021- July 2022

- Provided daily direction and communication to employees so that customer service calls are answered in a timely, efficient and knowledgeable manner.
- Responsible for suggesting methods to improve area operations, efficiency, and service to both off-plan and secondary customers.
- Provided statistical and performance feedback and coaching on a regular basis for each team member.
- Ensured employees have appropriate training and other resources to perform their jobs.
- Responded to and resolved employee relations issues expressed by team members.



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VALERIE VANESSA AYUMA

SPRING PROPERTY CONSULTANT | +97150994462

*different cultural and financial backgrounds while adhering to professional ethics*

- *Skilled in using the latest tools and computer applications used in a business setting for communication, research, reporting, and database management*
- *Can easily face the most challenging and intriguing situations with relative ease and achieve desired results in the assigned deadline*
- *Ability to develop and maintain cordial relations with coworkers and clients*
- *Passionate to outperform and deliver perfection on a consistent basis*

- *Created and maintained a high-quality work environment so team members are motivated to perform at their highest level.*
- *Taught them how to do cold & warm calling. Different ways of pitching about latest projects.*

#### **Real Estate Agent | Elia Properties | Jan 2021- Sept 2021**

- *Consulted clients and helped them choose the best option from the available alternatives according to their requirements and budget*
- *Advertised about vacant properties and answered all queries of callers*
- *Met corporate clients and prepared quotes for leasing property*
- *Prepared all official records including sales and revenue reports for the department*
- *Assisted in the preparation of employee development program course*
- *Prepared tenancy and sales documents as per Dubai Lands Department Regulations.*

#### **Education**

**RERA LicenCe – 2022 January**

**Bachelors of Education Science | Dec 2019 | Kenyatta University**

**High School Degree | Nov 2014 | St Bakhita's Girls High School**



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**SPRING PROPERTY CONSULTANT | 40715033458**

**VOLUNTEER EXPERIENCE**  
**SobhaREALTY OCT 2022- DEC 2022**

*Trained brokers on latest launches, upcoming and other projects*

*Invited buyer to sales offices and explained how the product is.  
Materials used in construction to apartment features.*

*Worked with different brokerage hence providing daily updates from  
developers' side.*



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