



TAMBAZATSARA RASOARIMANANA VOHIRANA

CONTACT

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EDUCATION

April 2014
Master Of Applied Science: Business Management
University of Madagsacar,
Antananarivo / Madagascar

April 2010
Bachelor Of Applied Science:
Management Science
University Of Madagascar,
Antananarivo

August 2005
Bachalloreat : High Shool
LMA, Madagascar

July 2002
Undergraduate Study Brevet:
College Student
College Anna, Antananarivo /
Madagascar

June 1998
Elementary Primary Study
Certificate: Primary Shool
EPP Fiadanana, Antananarivo /
Madagascar

PROFESSIONAL SUMMARY

An organised and motivated person, creative with a strong work ethic, excellent marketing, customer service and facility oversight skill. Highly effective and comfortable working with people at all levels in organization. Self motivated professional successful in innovation in business. Background in increasing profil, reducing costs, and transforming customer service standards. I'm looking to put my skills to good use in a challenging new position

SKILLS

- Market Research
- Property Evaluation
- Rental Listings Research
- Sales Dedication
- Excellent written and oral communication
- skills, in order to autonomously manage letters and phone calls,
- Organizational
- capacity, Ability to manage priorities and meet deadlines
- Operational flexibility and problem-solving,
- Patience and reliability, Availability, sense of listening, Excellent interpersonal skills,
- diplomacy
- Meeting Arrangements
- Property Rental and Leasing
- Mobile Devices and Laptop Computers

WORK HISTORY

July 2023 - Current
Property Consultant, Green Island Properties , Al Barsha 1

- Maintained list of available properties and sites.
- Call and advise the landlord to ask and give their properties to sell or rent
- Advertised properties for sale in Internet and publications.
- viwing / meeting . Showed properties to prospective buyers and explained about features and costs.
- Provided suggestions to clients on home renovations, market trends and mortgages.
- Mediated between seller and buyer to negotiate property price.
- Interviewed clients to obtain their house requirements and budget.
- Presented properties to clients with fair market price.

LANGUAGES

English:



Bilingual or Proficient (C2)

French:



Bilingual or Proficient (C2)

- Provided information to clients on property prices and mortgages.

June 2023 - July 2023

Property Consultant, Golden Crown Real Estate, Business Bay Dubai

- Maintained list of available properties and sites.
- Call and advise the landlord to ask and give their properties to sell or rent
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- Provided suggestions to clients on home renovations, market trends and mortgages.
- Mediated between seller and buyer to negotiate property price.
- Interviewed clients to obtain their house requirements and budget.
- Presented properties to clients with fair market price.
- Provided information to clients on property prices and mortgages.

March 2010 - June 2023

HR Manager, Norginefyer@yahoo.fr, Madagascar

- Recruitment & onboarding
- Shortlisting, interviewing, hiring, and processing employment legal documents of candidates from different countries
- Preparing employee contracts, offer letters, and other letters as requested
- Make all necessary documents in all the ministries concerned (medical checkup, police clearance, validation of the work contract,.....)
- Educating and coaching staff, developing the training programs
- Maintaining recruitment database and employee records
- Monitor the processing of requests and requests in an appropriate manner
- Organize trips
- Selected and review all candidate's biodata
- Plan all travel and flight 3 times a week minimum (with 20 candidates minimum for every flight)
- Present reports, presentations, quarterly follow-ups, and files to the ministry concerning
- Salary negotiations, and workers' compensation
- Inform the employment law
- Problem-solving

November 2009 - June 2023

Manager, Norgine Fyer Ets, Madagascar

- Educating and coaching staff
- Maintaining recruitment database and employee records
- Serve as a point of contact between managers and internal and external clients
- Monitor the processing of requests and requests in an appropriate manner
- Manage office supplies and seek advantageous offers and suppliers
- Find and deal with manpower recruitment around the world who are

interested to give opportunities for the Malagasy workers

- Deal with all freelance and find out the good ones in that field and placed
- Keep and manage the relationship with all manpower recruitments
- Selected and review all candidate's biodata
- Conflict management
- Ensure the follow-up of workers recruited and placed
- Contribute to training programs (French and English language, general cleaning, ironing, and laundry) for domestic workers

February 2019 - May 2023

Customer Service Manager, Yan Tendance Official, Madagascar

- Sell Product like handbags, fruits and vegetables of the season during the pandemic
- Advertise the new Product Daily
- Answer politely to customers, by phone call or message
- Take all orders
- Manage all delivery on time
- Cleaning of fruits and vegetables with sanitary precautions, peel if at the request of thec customers
- Delivery package and distribution with the delivery guys
- Manage all staffs
- Keep the good Relationship with the supplier whether in the shops or the farmers

May 2018 - September 2022

Restaurant Manager, GV Food Factory, Madagascar

- Promoted positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.
- Carefully interviewed, selected, trained, and supervised staff.
- Met, greeted, and encouraged feedback from customers and used feedback to implement positive changes within restaurant.
- Led and directed team members on effective methods, operations, and procedures
- Manage the restaurant by ensuring its good daily function
- Ensure the management of all the staff
- Develop the profitability of the restaurant
- Optimize restaurant management; sales management, human resources, and team management
- Manage its supplies and stock of goods
- Organize receptions (weddings, birthdays, sports events, baptisms....)
- Cook, waitress

May 2015 - October 2018

Receptionist Manager, Lion Force Gym, Madagascar

- Ensure member satisfaction and retention
- Sell subscriptions and services
- Develop the budget and ensure its follow-up with a view to the profitability

of the
services

- Ensure the good condition of equipment and rooms (security, maintenance, etc.)
- Develop and organize activities and events to bring the centers to life and create a friendly atmosphere
- Develop new services and programs
- Perform day-to-day administrative tasks efficiently
- Greet visitors
- Maintain office records using a computer database
- Monitor and collect customer attendance and registration fees
- Provide towels and toiletries
- Track the status of each subscriber as well as their schedule