

Nilam Pancholi

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Profile

Professional and organized Office Administrator with six or more years of experience generating and sharing reports and managing team schedules. Self-motivated team player with expertise in word processing programs, formatting spreadsheets and data entry. Detail-oriented, handling overall office operations, including processing orders, service calls and employee-client interactions.

Professional Experience

Client Success Specialist, Royal LePage Real Estate Services Ltd, Brokerage 03/2022 – present
Toronto, Canada

- Entering trade into SkySlope and BrokerWolf System.
- Responding to all deal related inquiries via phone calls, emails and chat messages.
- Preparing and sending commission invoices to co-operating brokerages and lawyers.
- Communicating with branch managers and administrators regarding trades and agent's requests.
- Processing letters on the base of account receivable and payable.
- Communicating with cooperating brokerage and lawyers when needed.
- Communicate with Agents & Transactions Department with current status of deals after closing date.
- Ensure proper documentation is received prior to closing transaction.

Office Administrator, Homelife Miracle realty, Brokerage 07/2018 – 02/2022
Toronto, Canada

- Entering deals into Broker Wolf accounting System & complete entire process of deal processing.
- Follow up with agents for deal document and processing agent's commission.
- Coordinating flow of information internally among agents as well brokerage.
- Prepare trade record sheet and other deal related documents.
- Assist with other general task as required.
- Coordinating office administrative procedures.
- Follow up with other brokerages for commission.

Skills

Written and verbal Communication	Multitasker
Honest & Ethical	Client Management
Time Management	

Education

Computer Programming and Analysis, George Brown College 01/2023 – present
Toronto, Canada

Supply Chain Management-Logistics, Centennial College 09/2018 – 04/2019
Toronto, Canada

International Business Management, Centennial College 01/2018 – 08/2018
Toronto, Canada