**CURRICULUM VITAE**

Oaikhena John Ikhuoria

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**Professional Profile**

I am an experienced Real Estate Agent with vast knowledge in real estate transactions, negotiations, and processes. Having been in the real estate industry for 6 years now, I have acquired sufficient and dependable knowledge in marketing properties. If given the opportunity, my goal is to contribute significantly to the company’s Return of Investment by conducting massive advertisement of the company’s properties. I will also conceptualize practical, yet effective marketing plans that will make the company globally known. I was awarded Most Outstanding Real Estate Agent for two consecutive years for the contribution I made. With this said, I am very confident that I will be a great asset to the company.

**KEY ACHIEVEMENTS**

* Sold over $12 Million worth of properties

**EDUCATION**

National Teachers Institute, Kaduna 2014 Post Graduate Diploma in Education

Ambrose Alli University 2012 B.sc Hons Physics

**WORK EXPERIENCE**

### Mega Realtors, Sharjah, UAE Real Estate Agent (Sales & Rentals)

September 2020 – August 2021

* Set and managed appointments to show homes to prospective clients
* Personally dealt with lenders, home inspectors, pest control operators, escrow companies, and the like to ensure that all terms and conditions of purchase agreement were met before closing
* Compared recent property sales to current holdings to ensure competitive market price
* Helped clients decide between financing options to ensure satisfaction
* Kept up to date on competitive real estate knowledge through attending conventions, reviewing listings and trade journals
* Experienced with legal matters related to the real estate sales process
* Generated lists of properties compatible with buyer requests and needs
* Arranged meetings between buyers and sellers when terms needed to be negotiated
* Assisted in negotiation of terms surrounding purchases
* Coordinated property closings and oversaw closing procedures
* Prepared formal documents such as purchase agreements, deeds, and leases
* Arranged for title searches
* Accompanied and advised buyers during visits and inspections to ensure satisfaction with value and condition of property

**Resoc Properties Real Estate Agent 2015 – 2019**

* Maintained list of available properties and sites.
* Advertised properties for sale in Internet and publications.
* 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.
* Prepared purchase documents and closing documents for clients.

**De Beloved Group of Schools A’ Levels Mathematics Teacher 2013 – 2015**

* Preparing, planning and delivering lessons
* Developing a well-managed, focused learning curriculum.
* Ensuring the health, safety and wellbeing of the children.
* Preparing and arranging pre-class materials.
* Maintaining in good order the appearance, and décor of the classroom

**COMPETENCIES**

* Fluent with: Microsoft Word, Excel, and PowerPoint

**Personal Data**

Name: Oaikhena John Ikhuoria

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Visa Status: Visit

Nationality: Nigeria