






## CONTACT

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# Natalie Labuschagne

## WORK HISTORY

### Talent Acquisition and Training Specialist

02/2021 – Current

**D&B Properties** – Dubai, United Arab Emirates

My current role as the Talent Acquisition and Training Specialist includes recruiting and sourcing suitable candidates for the various roles advertised within the company by using the correct recruitment tools and processes. Once the selected candidates have been recruited, my role is to facilitate and assist with the onboarding and training of new Sales and Leasing Agents within Off Plan, Ready Sales and Leasing teams. My role also includes one on one coaching sessions with all agents on a monthly basis or when required. I work closely with the Marketing team in order to help grow the company brand by effectively marketing the company on the right portals to attract the best employees.

Responsibilities :

- Conducting interviews and filtering candidates for various vacancies within the company by assessing applicants relevant skill set, soft skills and experiences, as well as aptitudes and talents which must align with the corporate identity and work ethic of D&B Properties
- Created a pre - interview screening questionnaire designed to filter potential candidates
- Facilitate the onboarding, training and collaborate with the Sales and Leasing Manager with team building and training programmes
- Assisting Management with the onboarding training
- Participate in monthly meetings with Management to monitor and discuss any issues or concerns and implement relevant action plans and strategies
- Assisting in creating a working environment in which employees can flourish by acting as a mentor/ corporate coach to all new starters and existing employees. Offering 1 hour Goal and career coaching sessions daily if needed.
- Assist with all HR and Recruitment functions
- Create job posts for various vacancies within the company on various recruitment portals
- Assist with new starter training and ongoing training
- Meet recruitment targets of 2 new recruits per category per month
- Serve as a brand ambassador at various career events
- Represent the company internally and externally at corporate events
- Administer and submit all hiring paperwork for new employees
- Generate monthly updates and reports
- Work closely with the marketing department to develop creative ways for recruitment

### Client Manager

10/2020 – 02/2021

**D&B Properties** – Dubai, United Arab Emirates

My Role at D&B Properties within the Leasing Department was to

contact property owners in designated areas and establish if they would be interested in leasing their existing property or properties within their portfolio.

The designated areas were communities in Dubai by major developers such as Emaar and Dubai Properties.

Responsibilities

- Cold Calling property owners
- Data input of all sales information on company CRM
- Uploading property descriptions and specifications to online property portals
- All sales negotiations between owners and tenants
- Property viewing
- Completion of all financial and contractual agreements
- Customer satisfaction survey post the sale of the property
- All administration required by Dubai Real Estate Laws under RERA

### **Casework Manager**

10/2018 – 07/2020

**IBN UK Immigration** – Cape Town , South Africa

It was my duty to oversee the completion of all relevant visa and immigration documents and ensure that they have been received within the time limit set by the UK Government. I worked closely with UK Immigration Advisors and Lawyer's and kept updating my knowledge regarding the ever-changing UK legislation. Worked with HNWI looking to invest in the available UK Investment and entrepreneurial options.

Responsibilities:

- Recruited x2 caseworkers
- Set out and compiled all documentation checklists and client application forms for the various visa categories
- Screened potential applicants to ensure they met the various visa requirements
- Assessed all client's application and supporting documentation
- Submitted applications to UK Government online portals on client's behalf
- Advised clients on various visa categories
- Prepared visa / immigration dispute applications
- Worked closely with Visa Sales Agents

### **Immigration Sales Advisor**

03/2015 – 09/2018

**IBN UK Immigration** – Cape Town , South Africa

Advised clients on the various Visa and Immigration options for the UK, with the focus on Visa and Investment option sales.

Responsibilities:

- Respond to all enquiries regarding UK Immigration and advising on various Visa options and categories
- Achieving visa sales monthly targets
- Attending Immigration Road Shows and Networking events.
- Qualifying applicants
- Providing invoices and quotations for various UK immigration services
- Assisting clients with their Visa application bookings and screenings

### **Sales Representative promoted to Field Manager**

02/2009 – 04/2014

**Smollan/ Mondelez/ Cadbury** – Cape Town, South Africa

Managed a team of 9 field Marketers. Serviced key accounts within the Southern Suburbs and City Bowl region and maintained steady relationships with Store Owners , ranging from Convenience outlets to

Super Markets. Gained market share and increased sales within these outlets driving the brand plan and marketing strategy.

Responsibilities :

- Worked according to a daily route plan
- Met with store owners, managers and buyers to increase sales and negotiate forward share and positioning
- Placed orders for the various lines within our basket
- Drove sales and forward share within all outlets
- Presented various marketing and sales plans
- Coordinated and negotiated point of sale merchandising according to marketing plan and sales drive
- Conducted monthly meeting with field staff
- Assisted with the training and onboarding of new field marketers
- Set the relevant KPI's and career progression plans for field marketers

#### **Sales Executive**

01/2002 - 03/2006

**British American Tobacco** - Cape Town , South Africa

Implemented the operational plan to support the brand strategy and company objectives in line with the approved brand architecture and route planning. Grew the Rothmans Brand and incentivised loyal consumers within HORECA. Managed KPA's and performance agreements to enhance personal development. Analysed and adopted global trends inline with the Rothmans Brand Architecture

Responsibilities :

- Made sure brand was visible and available within the designated venues and outlets
- Conducted store audits
- Responded to customer complaints
- Worked according to a route plan
- Provided point of sale to various outlets
- Assisted with sales orders in various HORECA outlets
- Planned and hosted events according to brand architecture
- Converted smokers from various brands to Rothmans
- Compiled databases

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## **EDUCATION**

**Advanced Life Coaching:** Advanced Life Coaching, 08/2020

**UDEMY** - ONLINE

**Bachelor of Arts:** Psychology , 10/2017

**UNISA** - ONLINE

**Certificate of Higher Education:** Matric , 12/1998

**Rustenberg Girls High** - Cape Town