

Lizette Barbosa



Khalifa complex, TCA,
Abu Dhabi, UAE

+971553880585

lizette_barbosa@yahoo.co.in



To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire wherein my qualities of a fast learner and the ability to take on new challenges can be used. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Skills

- Communication Skills
- Team player
- Scheduling
- Customer Service
- Problem Solving
- Time Management

Experience

DECEMBER 2017 – FEBRUARY 2020

Center Manager /Knowledge Planet, Dubai

- Operation and administration work such as –attendance calling report, performance report, portion tracker, test report, test score, invigilating exams, preparing Batch Health Report (BHR), managing transport for the students, managing the entire branch operations and activities.
- Counselling the students of Grade 9th to 12th, managing the academics process, handling the process of enrollment of students of CBSE / IGCSE / IB curriculum, coordinating between the Students, teachers and Parents. Arranging classes / brush up sessions for student, handling the study material, fees follow up and fees collection.
- Business Development activities such as calling the parent and fixing appointment for counselling the student, data generation of various schools in Dubai, Sharjah, Ajman, Abu Dhabi. Getting referrals from current students to increase business, attending incoming phone enquiries. Participating in school carnival and events.

JANUARY 2012 - JULY 2017

Business Development Executive/Edcon Real Estate, Goa India

- Handling walkin clients, pitching the required projects to the clients, taking the clients for a site visit. Negotiating and closing the deals, preparing and registering Agreements for Sale & Sale Deeds. Collections of payments from the clients.
- Negotiating and closing the deals, preparing and registering Agreements for Sale & Sale Deeds. Collections of payments from the clients.
- Look into maintenance of the projects once completed.
- Marketing the projects through Print Media and Social Media. Participating in property
- Exhibition at local, national and international level.

JUNE 2011 TILL JANUARY 2012

Management Associate/Nautilus Shipping, Goa India

A PERIOD OF 1 YEAR

Recruitment Consultant /Jobtrack Management Services, Goa India

A PERIOD OF 18 MONTHS

Sales Coordinator/HDFC Bank, Goa India

Education

DECEMBER 2015

MA - Mass Communications / Goa Correspondence

MAY 2007

Bachelors of Arts / Goa University, India

Date : 22/02/2020

Lizette Barbosa