

# Jeffrey Opelario

**Sales and Leasing Manager, Real Estate inclined,**

Abu Dhabi

jeffreyopelario7\_s6h@indeedemail.com - +97156-4914453

Seeking for a position in Real Estate world where skills, energy and talent in locating properties and advising pertinent

projections is utilized for development and financial expansion purposes. To join an interactive organization that offers me

a constructive workplace for communicating and interacting with customer and people.

## WORK EXPERIENCE

### **Sales and Leasing Manager**

KINGS AND QUEENS CONSULTANCY FZ LLC - Abu Dhabi - August 2014 to Present

- Assist clients with property sales and development and act as primary point of contact.
- Assist in the coordination of property closing and preparation of necessary documentation, briefing papers, reports and presentations.
- Preparation of legal documents including listings and sales contracts.
- Provide legal, economic and market advice to prospective clients.
- Analyse and distribute monthly financial statements including operating variances from budget, cash management and strategies for collection of receivables.
- Maintain and liaise with clients, building relationships with clients to encourage returning business.
- Analyse market trends to determine competitive market prices.
- Ensuring that company goals are met in a timely fashion by the efficient and effective management of personnel and resources.
- Collecting references for potential tenants.

### **Real Estate Sales/Leasing Coordinator**

PROPERTY SHOP INVESTMENT LLC - Centre, AL - April 2012 to September 2014

April 2012- September 2014

- Assist agents and brokers with sales procedures.
- Visit properties to assess them before showing them to clients.
- Assist with the preparation of legal documents including listings and sales contracts for agents.
- Deliver and pick up financial and title documents for clients.
- Hold open house inspections and liaising between renters/owners and prospective buyers for property inspections.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Arrange meetings between buyers and sellers when details of transactions need to be negotiated.
- Inspect condition of premises, and arrange for necessary maintenance or notify owners of maintenance needs.
- Coordinate property closings and overseeing document signing.

### **Technical Support Representative**

QUALFON PHILIPPINES INC - Cebu City - December 2009 to January 2012

- Work with new customers in the development of new accounts and the implementation of new systems.
- Handling inbound and outbound calls in support of customer needs.
- Convey in a reassuring manner step by step instructions to resolve customer issues especially in mobile phones.
- Handle complex customer queries and complaints and ensure solutions.
- Working with customers/employees to identify computer problems and advising on the solution.
- Answers inquiries by clarifying desired information, researching, locating, and providing information.
- Ensure proper documentation, recording and closure of all issues.
- Research, diagnose, troubleshoot and identify solutions to resolve customer issues.
- Follow standard procedures for proper escalation of unresolved issues to the appropriate internal teams.

## EDUCATION

### **Bachelor of Science in Electronics and Communication Engineering**

University of San Carlos, Technological Center - Cebu City

2003 to 2008

### **Secondary Education**

Don Bosco Technology Center

1999 to 2003

### **Primary Education**

Colegio de la Inmaculada Concepcion

1993 to 1999

## ADDITIONAL INFORMATION

### SKILLS

- Good communication skills able to communicate in English.
- Familiar with all the locations and properties within UAE
- Hardworking, fast learner and can work with minimum supervision.
- Demonstrate track record of sales success and meeting weekly and monthly sales quotas
- Excellent presentation and pleasant manner and have retain many clients over a 3 year period
- Layout and Simulation Circuits using Orcad application.
- Well versed in MS office that includes MS word, MS excel, Power Point, Outlook express and MS access etc.