

# Angelica Gaité

SENIOR RESIDENTIAL REAL ESTATE AGENT



## CONTACT

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## EDUCATION

### BS Hotel and Restaurant Management

West Bay College, Alabang Muntinlupa City,  
Philippines

1999 - 2001

## EXPERTISE

Real Estate Transaction

Real Estate Development

Legal Procedure

Property Asset Management

Maintenance Knowledge

Sales and Lease Negotiation

Interpersonal Communication Skills

Familiarity with Rules and

Regulations

Licensed Real Estate agent with 7 years of experience. Proven Top Producer and closer; generate 6M gross new home for four Months in year 2017 for sales and lease. Recognized as high performance at Wasl Properties and other Management companies. Expertise in tenant relations, sales, marketing, business transactions. Proficient in generating my own leads flow, through personal referrals from satisfied clients. Be able to prioritize and multi-task a high volume of customer inquiries in a timely and effective manner.

## WORK EXPERIENCE

### Residential Real Estate Agent – Sales/Rent

AL BUROOJ REAL ESTATE - Dubai UAE/ Dec 2014 – May 14, 2021

- Show residential properties and demonstrate the features and benefits of available homes.
- Convert prospects to closed sales or leases in assigned territory.
- Managed day-to-day sales and rental cycle; prospect (and maintain follow-ups);
- Identity, source, and track property portfolio acquisition opportunities, develop and execute comprehensive strategies. Prepare contracts and documentation; advise first home-buying clients on general escrow and title procedure.
- Design and update marketing materials.

### KEY ACHIEVEMENTS

- Oversaw portfolio of over 200 business clients.
- Sold and Lease 16 properties with worth of 8M gross properties in 6 Months
- Finalized 120 Commercial and Residential in 2 years
- Award top performer in 2 quarters year 2017

### Real Estate Agent Buyer/Seller Representation

CASA NOSTRA REAL ESTATE – Tecom Dubai UAE – Sept 2013 – Nov 2014

- Worked with first-time and repeat home buyers to facilitate residential property purchases and sales.
- Generated commercial and residential client leads for buying, selling, and rental properties.
- Inspect the property to ensure the terms and conditions of sales are met before closing sales deals.
- Provide periodic reports to company management on sales operations and generated returns using the CRM system. Underwrote appraisals, proposals, and contracts for over 15 properties over the year.

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## TECHNICAL SKILLS

HIS / Oracle Application  
CRM Specialist – Administration  
PropSpace, MasterKey, MyCRM  
Microsoft Office – MS Word, Excel  
PowerPoint, Publisher

## CERTIFICATES

**Customer Service to Win the Real Estate Game**  
Certification of Training  
Bayut Academy / October 2020

**Dubai Real Estate Institute**  
Complete 5 Certificate Score of 96%  
**Rera Broker No. 35714**  
January 2019

**RTA Driving License**  
One Test  
June 2014

**Certificate of Human Resource & Administrative Skills**  
Nadia institute  
September 2011

## SOCIAL MEDIA

@angelasaldogaite 

@dxbrealhomes 

@angelagaiterealtor 

## INTERESTS

Solo Backpacking  
Urban Gardening  
Capturing Memories  
Organic Cooking

## WORK EXPERIENCE (CONTINUED)

### KEY ACHIEVEMENTS

- Accomplished 25 homes both Commercial and Residential in 1 year row
  - 15 Residential Apartment for Sales
  - 10 Residential Apartment for Lease

### Receptionist/ Admin Assistant

**YOUR HOME PROPERTIES – Tecom Dubai UAE – May 2012 – Sept 2013**

- Manage 300+ clients, paid their DEWA account, coordinated and executed tasks regarding maintenance.
- Front desk duties, answering 100+more daily directing phone calls to designated person accordingly.
- Handling agent properties by maintaining their listing information and/or documents into the Multiple Listing Service. Prepares/drafts MOU and SPA.

### KEY ACHIEVEMENTS

- Successfully cater to more than 20 clients a day.
- Answer more than 50/100 calls a day.
- Profitably prepares contract at least 15 dailies

### Customer Service Representative (4 Department)

**PRIME MEDICAL CENTER – Deira Dubai UAE – Jul 2009 – October 2011**

- 12 Months Receptionist /Font desk for in Prime Abu Shagara Branch in Sharjah.
- 6 Months Customer service Prime Abu Shagara Branch, Sharjah
- 3 Months Cashier in Prime Bur Dubai Branch
- 6 Month Call center in Main Branch Prime Deira

### Executive Secretary (Temporary Job) 3 Departments

**AL ZAHRA PRIVATE HOSPITALS - Sharjah UAE – Dec 2008 – May 2009**

- Reporting directly to the HR Manager, Business Consultant, Nursing Director.
- Supporting high-level executives and management of entire departments.
- Assist doctors for their educational materials conference including MS Word and PowerPoint presentations

### Receptionist

**DAMAC PROPERTIES – Dubai UAE – Jan 2007 – Sept 2008**

- Performed daily administrative functions such as answering calls and emails, greeting visitors, invoicing, and maintaining the inventory of office supplies.
- Provided constant and reliable administrative support to 10 Property consultant and Director.