



IRINA REVO

PROPERTY MANAGER/RELATIONSHIP MANAGER

PROFESSIONAL PROFILE

A vibrant, devoted to high-quality customer service relationship manager with over 5 years of professional experience. Patient and persuasive in relations with clients, peers and management. Proven track record of sticking to objectives and making the most out of available resources.

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EDUCATION

BACHELOR OF ECONOMICS AND HOSPITALITY MANAGEMENT

Moscow State Institute For Tourism Industry
2011 – 2015

SKILLS

- Emotional Intelligence
- Accountability
- Time Management
- Written/Verbal Communication
- Strong Work Ethic
- Networking
- Customer Service

TECHNICAL SKILLS

Microsoft Office

CRM (PropSpace, Salesforce)

EXTRA

- RERA LICENSE
- UAE DRIVING LICENSE

EXPERIENCE

SENIOR SALES AND LEASING CONSULTANT

Harbor Real Estate / Dubai / Apr 2018 – Present

- Investment consulting for residential/commercial properties
- Top-performer agent Q4 2019
- Sale/ Lease/ Property Management (UAE Developers, Private Landlords, HRE VIP-Portfolio, National Bonds, Emirates NBD Asset)
- Marketing activities (CMA, sales presentations, analysis of sales and marketing trend, advertising and marketing promotional events)
- Keeping up to date with UAE real estate market, property laws, competitors etc.

RELATIONSHIP MANAGER

Damac Properties / Dubai / July 2017 – Apr 2018

- Investment consulting for residential properties
- Establishing/Maintaining client database
- Attending property events (exhibitions, new launches, seminars etc.)
- Properties promotion through advertisements, open houses, listing services
- Recruiting local and foreign real estate brokers to collaborate with Damac

RECEPTIONIST

Atlantis The Palm / Dubai / Sep 2015 – Sep 2016

- Greeting guests and visitors with a positive, helpful attitude
- Providing general administrative and clerical support
- Dealing with bookings by phone, e-mail or face-to-face
- Copying, filing and maintaining paper or electronic documents and records
- Maintaining a safe and clean reception area by complying with procedures, rules, and regulations

References available upon request