



LYRA MAE B. BIÑAS

**EXECUTIVE ADMINISTRATOR/ EXECUTIVE SECRETARY/ CALL CENTRE AND SALES
ASSOCIATE**

🏠 Dubai, UAE

☎ +971 56 752 6271

✉ Lyrainjobs00@gmail.com

Career Objective: To obtain a responsible career in life where I could optimally utilize my skills for making significant contribution in a progressive and dynamic organization.

CAREER HISTORY

November 2019– Present

Property Administrator / Sales Associate at Wisdom Real Estate LLC, Business Bay, Dubai

- Assisting incoming calls/ Client Inquiries from different portals.
- Act as the point of contract between the CEO, agents, and internal or external clients
- Following up on commission released from different developers and agencies.
- Coordinate with the developer or Building Management for company registration request.
- Preparing Invoices, Payment Vouchers, Receipt, and commission payroll.
- Record office expenses, petty cash, sales and leasing per month.
- Preparing MOU, Tenancy Contracts and Agency Agreements.
- Monitoring the agents, leads and the quality of calls and service the agent rendering to the client.
- Record employee attendance and maintains personnel leave balances and entitlements
- Keeping the system; MyCRM, Property Finder, Bayut, Dubizzle, Broker pad and Portals organized.
- Contact property owners and clients
- Compile all the HR documents.
- Prepare and verify all documents relating to Real Estate deals.
- CRM/Listing management; Managed the listings in the backend (Listing of new properties, archiving of unavailable properties); Managed property approval. This includes verifying documents, including forms, owner documents, title deeds; making sure they all match; Responsible for getting the trakheesi permit and finally activate the listing to go live on the website/ or property portals.
- Property Finder Management; Added/deleted agent profiles and verified them; Submitted property documents for verification to get the verified badge; Removed nonperforming listings in property finder and added new listings.
- Coordinate with PRO for some related works and documents needed for visa application of new/old employee.
- Coordinate with IT personnel for some IT related issues.

January 2019 – October 2019 Sales Associate / Property Administrator at TNG Real Estate, Business Bay Dubai (Part-time)

- The first line of contact between the management and the client.
- Making sure that all changes and correction has been done before issuing the draft and final report to the client.
- Tracked the listing form expiration dates; notified agents to get a new form signed.
- Assisting client’s requirements and requests.
- Preparing daily and month-end reports for various clients, companies and government departments to make the operations up to date and moving.
- Handling the listing of new projects and developments to CRM and Website; making sure that all price list and availabilities are all up to date.
- Compile all the HR documents.
- Keeping the system; MyCRM, Property Finder, Bayut, Dubizzle, Broker pad and Portals organized.

October 2017 – December 2018 PA to CEO at “The Green Apple DMCC, JLT Dubai” (Real Estate Company)

- Managing and handling the CEO day to day activities and calendar
- Completing the task set each day
- Organizing the day to day personal and company activities of the CEO
- Doing administrative jobs such as; document filing and securing its safety, answering emails of inquiry, sending correspondent letters, providing the documents needed by the staff and the whole management and ordering stationeries.
- Booking flights and hotel reservations for the whole company and the CEO.
- Other GCC country’s visa application processing.
- Giving assistance and making sure all the brokers have their travel documents and materials ready before their meetings and flights.
- Attending and filtering calls for the CEO and the company.
- Making sure that employee’s record of personal identification is all up to date and valid.
- Organizing interviews and recruitment of new employees

EDUCATION

- Bachelors of Science in Computer Science
National College of Business and Arts, Taytay Rizal

SKILLS

- Adept in Technology
- Time Management
- Detail-oriented
- Dedicated team player

PERSONAL INFO

- Nationality: Filipino
- Birthdate: April 29, 1997
- Civil Status: Single
- Languages Spoken: English, Tagalog

This serve as my professional resume, all written in these pages are all true to the best of my knowledge and belief and concern by signature herewith below.

LYRA MAE B. BINAS