



Cosmina Mariana Marin

CONTACT

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SKILLS

- MS Office Professional, (Word, Excel, Access, PowerPoint), Operations, Internet
- Fluent in English
- Advanced in French
- Advanced in Spanish
- UAE & ROMANIAN Driving license
- Property management
- Certified Property Manager (CPM)
- Intellectual property law specialist
- Business consultant
- Accounting procedures consultant
- Investment property expert
- Project management
- Staff development
- Client assessment and analysis
- Time management
- Process implementation
- Communication skills

PROFESSIONAL SUMMARY

Dear Sir/Madam,

I am taking this opportunity to forward my curriculum vitae for I am confident of being an asset and to utilize my knowledge, expertise and a decade of experience to the optimum benefit of the company.

Being mature, but exuberant, I have developed an aptitude for hard work and am capable of handling responsibilities entrusted to me with great devotion, care and sincerity. I am willing to take up challenges with the ambition of reaching pinnacle of a rewarding career.

CAREER OBJECTIVE : To work in a highly competitive and demanding market where personalized customer care is enhanced and reinforced. Ability to grant immediate action and solution provision even under pressure and tight schedules.

WORK HISTORY

Sales Manager 06/2015 to Current

Aeon Trisil Real Estate Brokers LLC Al Barsha - Dubai, UAE

- Before 1/06/2015 known as AEON Properties
- Tracked weekly sales to develop senior leadership reports for action planning.
- Supervised 7 employees and monitored performance to meet sales goals.
- Spearheaded sales meetings with staff, COO, closing coordinator and CEO to share best practices for process improvements.
- Resolved customer complaints per month regarding sales and service.

Senior Property Consultant 04/2013 to 06/2015

Aeon Properties Al Barsha 1 - Dubai

- Serve the customers for all their property requirements, showings and every other requirements that surrounds selecting a property for rent or sale
- Convincing prospective clients that our agency is the right one to handle their needs regarding properties, arranging advertising to promote the properties, making appointments and showing prospects around the property, referring buyers to mortgage arrangers for quotations and advice
- Following up all the sales procedures with developers and financial institutions for the property's transfer.

Receptionist / Senior Sales Coordinator 11/2011 to 04/2013

Alsatronix Solutions Jumeirah Lakes Towers - Dubai, UAE

- Exclusive software solutions provider specializing in designing bespoke turnkey software solutions for the financial, technology and investment sectors,

- Provide administrative and professional best practice services and support to all who are assigned to you to increase sales effectiveness, managing calendars and schedules, travel & expense management, sales & engagement support, office support, paid time off (PTO) tracking, assisting with logistics.

Customer Service Representative

07/2008 to 12/2009

Hewlett Packard GEBOC - Bucharest, Romania

- Logging customers orders, providing product information, for the customers for Global Accounts: Deutsche Bank, Nestle, Statoil, ABB.
- Organizing Conference calls with all customers from region EMEA together with Hp Sales Team and Catalogue Team.
- Informed customers on billing procedures, processed payments and provided assistance to set up payment options.
- Managed quality communication, customer support and product representation for each client.

Financial Clerk / Team Leader

01/2007 to 07/2008

Malaysia Airlines Europe/ ACCENTURE Romania - Amsterdam , Holland

- Responsible for UK and Ireland, in Accouts Receivable in the invoicing field, part of job done in Netherlands, Amsterdam, WTC at Schipol Airport,
- Providing financial, administrative and clerical services in order to ensure accurate requisitions for flight tickets and Cargo services, issuing invoices and doing collections

Senior Inspector of Specialty

10/2002 to 12/2007

Bucharest MUNICIPALITY - Bucharest, Romania

- Handling controversial cases involving disputes over interpretation and application of particular building codes,
- Reviewing the more complex building plans for code compliance in a particular field
- Coordinates processing of complex projects which require special inter-agency approval.

EDUCATION

Postgraduate Studies National School of Political Studies and Public Administration, Bucharest, European Integration and Social Communication in Administrative Sciences : July 2003

Bachelor of Business Administration : July 2002

SNSPA - Bucharest

Bachelor Degree : Modern Languages, 1997

"Mihai Eminescu" Theoretical High School - Calarasi, Romania