

Payal Sharma

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Work Experience

Administrative Assistant

Re/max Realty Services Inc., Brokerage

January 2021 to Present

- Handling His Multiple Calls (Make & Receive Calls for him within company & to other Clients).
- Uploading Listings and prepare them consistently.
- Handling his IXACT Contacts and uploading and updating it consistently.
- Manage different paperwork as assigned.
- Dealing with different clients (Calmed/Upset) on calls.
- Helping him in his listing and offers and other paperwork.
- Responsible to deals with several emails & updating him with every information.
- Coordinate with Manager and Broker of Record. If any fluctuation occurs in works environment.
- Knowledge of MLS. Quick Office, Broker bay, Easy Offer, IXact Contact, Telelisting, Geowarehouse
- Rearrange the files in order & Scan them.
- Helping him in Sending Newsletter to Clients to manage and increase his Data Base.
- Uploading his new listings on Social Media and Update him with New Offers.
- Making and Managing Excel sheets with updated information of Clients Data.

Office Administrator

Homelife Silvercity Realty Inc -Brampton, ON

April 2019 to October 2020

- Handling Multiple Calls System (Make & Receive Calls for Real Estate Agents within company &for other brokerages)
- Uploading Listings and prepare them consistently
- Issue Cheque & making receipts tor deposit
- Manage different paperwork as
- Dealing with different clients (Calmed/Upset) on daily basis.
- Helping Real Estate Agents in their Paperwork & offers
- Responsible to deals with several emails & pages to Realtors
- Coordinate with Manager and Broker of Record if any fluctuation occurs in works environment
- Knowledge of MLS, Quick Office. Broker bay, Easy Offer
- Rearrange the files in order & Scan them

Security Guard, Ontario

Ontario Security force Inc (Rexall) - Brampton ON

June 2019

- Patrol Every 30-45 minutes to make sure the property and merchandise is safe
 - Monitor Contractors
 - Enforce Site Rules & Criminal Code Of Canada
 - Making sure store was locked at all times
 - Watch for theft (Employees & Contractors)
 - Monitor Health & Safety issues.
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Education

P.G. Certificate in Business Management in Business Management

Canadore College -Mississauga, ON

April 2020 to January 2021

P.G Certificate in Business in Business

Algoma University -Brampton, ON

April 2019 to January 2020

BA in economics

Guru Nanak Khalsa College for Women -Ludhiana, Punjab

July 2015

Secondary School in Commerce

BCM SR SEC SCHOOL -Ludhiana, Punjab

April 2013 to April 2015

Skills

- Quick Learner with Sharp attention to details
- Organized & ability to work effectively with a wide range of people in a diverse community.
- Exceptional interpersonal communication
- Consistently meet goals
- Punctual and Reliable
- Knowledge of Quick office, TREB, Easy Offer
- Proficient with Microsoft Word, PowerPoint, Excel
- Ability to work in team
- Fully adaptive to working environment
- Able to work under pressure
- Knowledge of Brokerage