

## **KRISTOPER PETER LLAMAS**

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### **EDUCATIONAL BACKGROUND:**

Bachelor of Secondary Education - Major in Physical Education

*(Rizal Technological University)*

### **CORE QUALIFICATIONS**

*Excellent communication skills, Extensive knowledge of sanitation standards and guidelines, Good interpersonal and oral communication skills*

*Friendly courteous and outgoing personality, Works very well as part of a team, Excellent customer-service focused approach, Hardworking reliable and trustworthy*

### **WORK EXPERIENCE**

#### **Allsopp & Allsopp Real Estate Broker (October 2020 – up to present)**

*(Property Admin – Home Move Advisor – Team Coordinator)*

##### **❖ Property Management Coordinator**

- *Create, organize, edit, and maintain property, tenant, and related documentation.*
- *Coordinate tenant and manager requests, supply needs and maintenance schedules.*
- *Ensure all calls (enquiries, requests, complains) are attended as per best customer service practices and quality standards; follow up with clients on a regular basis.*
- *Adhere to company's policy for all department processes/ transactions including (inbound and outbound calls, enquiry emails, data entry and assigning work orders, quality assurance, etc.)*

##### **❖ Home Move**

- *Helping Tenant to move in without any hassle*
- *Process Ejari & Tenancy Contract*
- *Give best customer service*

##### **❖ Team Coordinator**

- *Property Care Coordinator*
- *Listing Properties to CRM*
- *Photoshop Editing*

#### **Bench / Shades Global Trading L.L.C (October 2017 – November 2019)**

*(Sales Associate)*

- *Update and explain to costumers' new models of products endorsed by the company to help them to choose quality goods.*
- *Look into the complaints made by the costumers as they help in improving the overall product*
- *Deal with the costumers over the phone, or face to face.*

*I certified the best of my knowledge and belief that the information mentioned above are true and correctly describes my qualifications, my experiences and myself.*