



FLORENE ANGELO M. PORTIN

Bldg. 13, Discovery Gardens, Dubai, UAE

Mobile No.: +971-55-380-1907

Email ID: f.angelo_portin@hotmail.com

EDUCATION:

- Bachelor of Science in Management – University of the Philippines Visayas (2008- 2012)

ACHIEVEMENTS:

- Dubai Real Estate Institute - EJARI Training Program Certification
- Leasing, Marketing, Real Estate Management and Administrative expertise for more than 12 years
- Civil Service Eligibility – Professional (Philippines)
- University Scholar - Bachelor of Science in Management (Philippines)
- Advance knowledge in Buildium Software, Centra Hub CRM (Customer Relationship Management), REMS (Real Estate Management System) and SAP (Systems Application Products).

PROFESSIONAL EXPERIENCES:

Previous Employment:

SM Supermalls Philippines - SM City Iloilo & Iloilo Market Malls

(June 2021 – October 2024)

Industry: Commercial Leasing / Real Estate Company

Designation: Senior Leasing Manager

Job Purpose: Creating and building firm strategies to fill out tenants for the mall designation. The mall should have the ideal tenant mix that will attract consumers on the area and create the target market specifications.

Job Duties and Responsibilities:

- Conceptualize, develop, and establish strategies, policies, projects and procedures that will increase, improve as well as maximize tenant occupancy of the mall.
- Review, analyze, propose, advise management and tenants on product or service mix concepts, construction requirements and compliance to contractual responsibilities.
- Oversee the administration and integration of sales and marketing functions in order to make sure that improvement of the performance of tenants, tenancy and leasing operations are achieved.
- To ensure that the target rental income budget as well as planned occupancy levels are materialized and taken into action.
- Hitting tenant satisfaction within the scope and conditions provided by mall management and adhering to regulations, company guidelines and best practices.

Previous Employment:

Harbor Real Estate Management – Dubai

(July 2019-April 2021)

Industry: Real Estate Management Company

Designation: Property Administrator

Job Purpose: Administer, organize and carry out all maintenance invoices of facility management assigned including the monitoring of its planned preventive maintenance services. Police cases application for tenant's bounced cheques. Sending and facilitating notices for contract renewal and contract applications.

Job Duties and Responsibilities:

- Facilitate all the maintenance invoices received from FM in charge. From processing, encoding, verifying, up to payment releasing.
- Police case application filing for problematic tenants with bounced rental cheques.
- Weekly renewal notice sending to tenants due for tenancy contract expiration.
- Supervise encoding in the Centra Hub CRM of planned preventive maintenance request to facility management assigned and reactive maintenance concerns or requests.

Previous Employment:

BSO Real Estate Management - Dubai

(June 2018–June 2019)

Industry: Real Estate Management Company

Designation: Property Supervisor

Job Purpose: Supervise, facilitate and take charge of the properties being managed by the company.

Job Duties and Responsibilities:

- Administer the turnover of property from the landlord to the company including all the details necessary in order for the unit to be rented out.
- Draft and create Property Management Contract between the landlord and company as well as Tenancy Contract between the tenant and landlord.
- Monitor and accommodate daily concerns of tenants including maintenance issues, routine inspections and other services to be provided.
- Apply in EJARI system the Property Management Contract and Tenancy Contract.
- Take charge of the coordination with various management entities in order for the property unit to be accessed for viewing purposes.
- Keeping on track with the daily viewing of each property for record purposes and negotiate the offers coming from agents including prospect tenants.
- Update the landlord pertaining to the offers made by the agents and prospect tenants on their properties.
- Draft and create Tenancy Contract once the property unit is rented out.

Previous Employment:

Golden Haven Incorporated – MB Villar Group of Companies

(June 2014–January 2018)

Industry: Real Estate Company

Designation: Sales and Marketing Team Leader

Job Purpose: Lead the team for planning, organizing, managing and controlling of sales generation and marketing strategies of the entire branch

Job Duties and Responsibilities:

- Achieve monthly sales target by magnifying marketing strategic plans, project sources of sales, establish promos and weekly schedule of activities for the company
- Anticipate market direction through preparing monthly reports on sales and growth performance of the branch
- Manages monthly updates on Consolidated Reservations Sales Report, Competition Benchmarking, Lot Inventories and Sellers Recruitment Reports
- Organize and plan events including General Assemblies, Annual Awards, Blessings, Groundbreaking, Head start and other important activities of the company
- Inspire and motivate people by conducting Product Knowledge Seminar, Recruitment workshops and other seminars related to skills and character development of the sales agents

Camella Homes and Communities – A Vista Land Company

(May 2012 – March 2014)

Industry: Real Estate Company (Largest Home Builder in the Philippines)

Designation: Sales and Marketing Officer / Sales Admin Account Officer

Job Purpose: Provide sales for the company, handle, facilitate and give directives to the sellers for sales generation. Handle, facilitate and monitor accounts of the clients for bank loan release approvals, house constructions, payment updates and other details in relation to the account.

Job Duties and Responsibilities:

- Obtain target sales every month for the branch through processing and handling of reservation sales as well as closing sales of buyers
- Foresee and project market trend by preparing daily and monthly target sales performance report of new accounts and units reserved
- Encourage and enhance the capabilities of sales agents to sell through organizing workshops, conducting seminars, events and Brokers Development Programs
- Succeed on achieving realistic target figures of bank approvals every month by conducting pre-qualification, assessment, interview and briefing of clients.
- Monthly report preparation on determined bank loan release approvals, house construction percentage, payment status update and target contracted sales.
- Filling records for bank endorsements through collecting and monitoring of requirements such as documents needed for loan application in affiliated banks.

Skills / Abilities / Characteristics:

- Leadership, Self-motivated, aggressive and with multiple experiences in business related works
- Flexible, versatile and able to maintain a sense of humor under pressure
- Balanced and proficient with established ability to transcend cultural differences
- Flourish in deadline driven environment and excellent team building skills
- Basic accounting, report preparations and presentations
- Written and oral communication, computer literacy and general office skills