

GABRIEL DAOUD

Address: 1747 Willow Way
Mississauga, ON L5M-4W7

Contact: 647-232-6748
Email: GabrielDaoud88@gmail.com

OBJECTIVE

Results-oriented professional with a real estate background as a licensed Realtor who is seeking to leverage strong analytical, financial, and customer service skills to transition into a Candidate Member Appraiser role. Adept in market analysis, property valuation, and communicating complex data to clients. Passionate about pursuing a long-term career in the appraisal field and excited to apply strong work ethic, attention to detail, commitment to excellence, mathematical & critical thinking expertise to appraisals. My goal is to deliver high-quality work and provide value to clients while pursuing further education & certifications and developing the skills & expertise needed to excel in the appraisal field and to become a certified appraiser.

PROFESSIONAL SKILLS

- Excellent Interpersonal & communication skills (written/oral) with fluency in English & Arabic.
- Self-motivated & result-oriented.
- Ability to maintain high level of confidentiality.
- Passion for excellence and a desire to make a positive contribution.
- Dedicated with a passion for furthering my knowledge and education.
- Great attention to detail and a positive attitude.
- Outstanding telephone etiquette.
- Proficient at problem-solving.
- Flexible and adaptive to changing technologies, and work environment.
- Exceptional organization skills and punctual
- Customer service oriented and Ability to use positive language
- Ability to analyze complex problems and simplify them into logical, structured situations
- Advanced computer skills and proficient in real estate tools (MLS), Canva and data analysis tools (Microsoft Excel, Google Sheets).

EDUCATION/CERTIFICATION/COURSES

Diploma in Business Management

Humber College, North campus - Toronto, ON

Graduation: April 2015

Real Estate Salesperson

OREA College

Graduation: November 2018

• Foundations of Real Estate Appraisal, Introduction to the Appraisal Profession, Introduction to Professional Practice Seminar (ITPP), Mathematics of Finance, Financial Accounting, Computerized Accounting, Microeconomics, Business Finance, Business Law, Operations Management, Marketing, Professional Selling, Consumer Services, Human Resources Administration, E-commerce.

• OREA College courses (Real Estate as a Professional Career, Land, Structures & Real Estate Trading, General & Residential Real Estate Transactions, Commercial Real Estate Transactions, Real Property Law)

WORK EXPERIENCE

RealEstateSalesRepresentative(seasonal)

October 2018-Current

Currently with Royal LePage® Real Estate Services Ltd., Corporate Brokerages

- Develop relationships with clients to understand their needs and provide the best real estate solution.
- Serve as a representative for clients from start to the end of transaction closing.
- Prepare documents, offers, handle negotiations and resolve issues relating to closing.
- Coordinate home viewing appointments with prospective buyers, advising them on suitability and home values.
- Prepare lists of properties based on buyers' needs and budget through the use of MLS system (Multiple Listing Service)
- Facilitate buyer-seller agreements, negotiating contract terms, pricing strategies, closing deals.
- Create systematic and Consistent lead generation from cold calling, referrals, lead generation services, door-knocking and other forms of media.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Compile detailed property reports, CMA reports & professional presentations for client meetings and proposals.

Office Administrator & Account Manager

September 2014–June 2018

Dr.Hani Daoud Medical Corporation

- Responsible for scheduling appointments, handling referrals, ordering office equipment and supplies, and processing payments.
- Perform functions such as data entry, data management and data retrieval.
- Use discretion in providing information to patients and medical professionals.
- Converse with clients in a polite and professional manner.
- Coordinated meetings to present printed monthly and weekly reports.
- Assisting practitioners with administrative tasks, follow-up calls and product inventory management.

Field Sales Representative

March 2015–May 2015

MosaicSalesSolutions

- Promote Tim Hortons/RBC credit card using various customer sales methods, primarily through cold calling and presentations at stores.
- Forecast leads and report back results to leads manager at the end of every shift.
- Meet personal and team sales target.
- Attend meetings, sales events, and trainings to keep abreast of the latest developments.

Junior Assistant

September 2013–September 2014

CSCGroupLtd-Mississauga,ON

- Supported lead accountant in financial summaries, and assessments of future projects.
- Accurately research client reported issues using designated trouble ticket tracking software
- Coordinated meetings with stakeholders and documented progress for executive reports.
- Handled accounts payable and accounts receivable with a focus on long-term debts and assets.
- Responsible for maintaining document management within the office such as invoicing, contract revisions, tracking and filing bill payments and receipts.

References Are Available Upon request