

OKPETU UGBEDE

Address: Area F, Block 64, Nyanya Opposite Police Station, Abuja.

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CAREER OBJECTIVE:

A highly motivated and result-oriented real estate sale executive with a passion for helping clients find ideal properties. Seeking to leverage strong negotiation skills, deep knowledge of the real estate market, and excellent customer service to drive sales growth and customer satisfaction.

PROFESSIONAL EXPERIENCE:

Sales Executive - Dreandrew Properties Ltd, Abuja.

June 2025 – Present

- Marketed and sold residential and commercial properties in Abuja and surrounding areas.
- Conducted site inspections, prepared sales documents and ensured smooth properties transactions.
- Developed relationships with prospective clients through cold calls, and generate leads during marketing.
- Follow up with clients post-sale to maintain long-term relationships.

July 2023 - February 2023

- Assisted in promoting newly developed properties.
- Maintained client database and followed up on leads to ensure conversion.
- Provided excellent customer service and built with clients.
- Helped in organizing open house events and property tours.

EDUCATION:

Higher National Diploma (HND), Public Administration.

Federal Polytechnic Bauchi, Bauchi State.

2021

SKILLS:

- Sales and Negotiation
- Property marketing
- Customer relationship management
- Marketing analysis
- Strong communication
- Problem solving
- Time management
- Team Management
- Team Collaboration

LANGUAGE:

- English (Fluent)

REFEREE:**ENGR. ERIC EDOSA**

Lecturer Benue State Polytechnic,
Tel: 08060043193

MR. ALI EGENE

Officer, Nigeria Police Force (NPF),
Karu Command.
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