



ODBAYAR SAMBUU

REAL ESTATE AGENT

PROFESSIONAL PROFILE

Self-motivated and results-oriented real estate professional with extensive years of experience in sales, marketing, and property administration. Experienced in conducting market research and analysis to find profitable investment possibilities, negotiating and closing deals with clients, and managing tenant relations. Proficient in using a variety of software and tools to improve company performance and streamline processes. Always striving to stay up-to-date with the latest trends and developments in the real estate industry to provide the best service to clients. Excellent interpersonal, organizational, and communication abilities with focus on building long-term relationships with clients. Looking for a position as a real estate agent at your organization where my skills will be fully utilized.

WORK EXPERIENCE

Egshiglen Manlai LLC

International Relations Manager | 2020 – 2022

- Conducted in-depth market research and analysis to identify new business opportunities and potential international partners.
- Maintained relationships with key stakeholders, including government officials, industry leaders, and non-governmental organizations, to promote international cooperation and collaboration.
- Provided guidance and support to staff members working on international assignments, including managing logistics and providing cultural training.
- Developed and implemented policies and procedures to ensure compliance with international regulations and standards.

Q Mex – Mexican Restaurant

Operations and Marketing Manager | 2017 -2020

- Conducted market research to identify customer preferences and trends, resulting in menu and promotion changes that increased customer satisfaction and loyalty.
- Collaborated with the culinary team to develop seasonal menus, incorporating locally sourced ingredients to differentiate the restaurant from competitors.
- Developed and maintained relationships with key stakeholders, including customers, vendors, and community partners.
- Oversaw the design and production of marketing materials, including menus, flyers, and digital assets.

Royal Mongol Expedition LLC

Operations Manager | 2014 – 2015

- Coordinated with travel agencies and vendors to negotiate contracts, manage budgets, and secure necessary permits and licenses.
- Oversaw all operational aspects of travel expeditions, including logistics, itinerary planning, and vendor relationships.

CONTACT



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Dubai, Zen tower

SKILLS

- Property management
- Marketing
- Market analysis
- Sales and leasing
- Lead generation
- Contract negotiation
- Property valuation
- Tenant And Eviction Laws
- Time Management
- Technology Skills
- Organizational Skills
- Teamwork
- Customer service
- Interpersonal skills
- Microsoft Office
- Problem-solving skills

HOBBIES / TALENTS

- Fashion/Make up
- Recognizing talents
- Singing/Dancing
- Social Media Management
- Socializing with Interactional people

CORE COMPETENCIES

- ✓ Highly competent in purchasing and selling property.
- ✓ Excellent understanding of real estate laws and procedures.
- ✓ Extensive understanding of people management strategies.
- ✓ Ability to convince clients to purchase assets.
- ✓ Capacity to build trusting connections with potential clients.
- ✓ Ability to multi-task and work both in a team and independently.
- ✓ Personal computer skills, including strong typing ability and proficient use of Microsoft Office.
- ✓ Excellent speaking, listening, and verbal communication skills.

LANGUAGES

- English
- Spanish
- Chinese
- Mongolian

- Conducted risk assessments and developed contingency plans to mitigate potential issues and ensure the safety of all participants.
- Developed and maintained strong relationships with clients and partners, ensuring high levels of customer satisfaction and repeat business.

Rio Tinto - Oyu Tolgoi LLC

Officer Administrative | 2012 – 2014

- Developed and implemented policies and procedures to improve operational efficiency and streamline processes.
- Provided exceptional customer service to all internal and external customers, responding to inquiries and resolving issues in a timely and professional manner.
- Managed day-to-day operations of the office, including managing schedules, handling correspondence, and overseeing administrative staff.
- Developed and maintained strong relationships with internal and external stakeholders, including employees, clients, and vendors.

Synergy Goal Group LLC

Director Assistant | 2011 – 2012

- Assisted in the planning and execution of company events, including coordinating logistics, booking venues, and managing vendors.
- Coordinated and managed the director's schedule, including scheduling meetings, appointments, and travel arrangements.
- Developed and maintained relationships with key stakeholders, including board members, executives, and external partners.
- Oversaw and managed the day-to-day operations of the director's office, including responding to inquiries and managing correspondence.
- Assisted in the preparation and distribution of materials for board meetings, including agendas, minutes, and reports.
- Supported the director in the development and implementation of policies and procedures.

EDUCATION

Isabella Bella Professional Make Up

Make Up Artist Course | 2021

The University of the Humanities

Bachelor in Business Administration | 2007 -2011

Specialized in human resource

Tianjin Songhua Culture College

Chinese as foreign language | 2016

San Martin de los Andes

Spanish Language Course | 2013

Airline Crew Course by IATA-UFTAA

Authorized Training Centre

BBMK Institute | 2010

Flight Attendant

REFERENCE

Available Upon Request