

Shahina Shaikh
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Dear Hiring Manager,

I am writing to express my interest in the **New Home Sales Representative Position**. With a strong foundation in real estate sales, residential construction, and client service, I am confident in my ability to deliver the professional, results-driven approach that defines your team. Additionally, my fluency in **English, Urdu, Hindi, Punjabi** allows me to build trust and rapport with a diverse client base. Please find my resume for your consideration.

Over the years, I have built a diverse background across real estate sales, home décor consultation, office administration, and construction. In my previous role at **Stanley Realty Brokerage Inc.**, I worked as a **Sales and Décor Consultant** for pre-construction Urban Town Homes. As a licensed realtor, I have guided numerous clients through the purchase process, drafting and amending **Agreements of Purchase and Sale (APS)**, resolving **Tarion Warranty** issues, and tracking leads and conversions using **CRM and builder software tools**.

My ability to interpret structural and electrical plans, coupled with my in-depth knowledge of finishing options and home customization, allows me to clearly communicate the value of a home to prospective buyers. Whether conducting model home tours, following up with leads, or explaining financing and upgrade options, I take pride in delivering a seamless and engaging customer experience.

Beyond technical know-how, I bring strong interpersonal and organizational skills developed through my experience as a **Human Resources Manager**. I have led teams, managed office operations, and maintained confidentiality while balancing multiple priorities. My approach is proactive, solutions-oriented, and rooted in clear communication and professionalism.

I am eager to join a company known for building award-winning communities and contributing to a supportive and high performing team. I am available to work full-time, including evenings and weekends, and am motivated to help homebuyers find the perfect fit.

Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,
Shahina Shaikh

SHAHINA SHAIKH

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HIGHLIGHTS OF QUALIFICATIONS

- **Fluent in English, Urdu, Hindi, and Punjabi**, enabling effective service for a diverse clientele
- Proficient in preparing **Toronto Real Estate Board (TREB) Agreement of Purchase and Sales (APS)**
- Skilled in **Microsoft Office Suite, DocuSign and Instanet/Authentisign**
- Collaborates with buyers to achieve their vision within budget constraints
- Manages document files, including updating lawyer information, tracking deposits, and sales transactions
- Reviews, tracks, and manages active APS files to ensure proper execution
- Strong technical skills with proven ability to troubleshoot and resolve IT-related issues
- Accurately and enthusiastically **resolves customer inquiries**, ensuring high levels of satisfaction
- Skilled in utilizing the latest technology and social media

ADMINISTRATIVE & SALES EXPERIENCE

SALES REPRESENTATIVE

2020 – Present

Re/Max Impact Realty Brokerage, Courtice ON

- 12+ years as a **client-focused Real Estate Agent**, adept at market research and property valuation
- **Active TREB member** conducting open houses and staying updated on market trends
- Skilled in negotiating and preparing **Agreements of Sale**
- Develops positive client relationships by addressing individual needs and budgets

SALES (PRE-CONSTRUCTION) DÉCOR CONSULTANT

2018 – 2019

Stanley Realty Brokerage Inc., Oakville ON

- Utilized **builder's APS software for Purchase and Sale agreements**
- Proficient in interpreting site/floor plans, electrical/structural drawings, and Tarrion Warranty details
- Efficiently gathered buyer information for **weekly traffic reports using Builder Software Tools**
- Acquired extensive **product knowledge in interior design, décor, and construction standards**
- Demonstrated **strong interpersonal skills** with colleagues and business partners

BOOKKEEPER/HUMAN RESOURCE MANAGER/ OFFICE ADMINISTRATOR

1999 – 2017

Pioneer Contracting Inc., Pickering ON

- Managed **payroll, accounts payable and receivable, HST, WSIB and reconciliations**
- Maintained up-to-date lawyer contacts for easy access
- Oversaw **HR tasks** including interviewing and training, and proficient in **filing reports & managing databases**

BOOKKEEPER

2008 – 2010

Tandoori Culture Restaurant, Pickering ON

- Maintained detailed account of records, such as **payroll, HST, WSIB, banking, and government submissions**
- Accurately performed **year-end accounts reconciliation**
- Conducted quarterly meetings to assess accounting needs

BOOKKEEPER**2008 – 2010***Hide 'n' Skin Leather Store, Whitby ON*

- Provided efficient **accounting consultation services**
- Oversaw comprehensive accounting requirements for a chain of boutiques
- Conducted **employee payroll training and processed payroll, HST, and other government submissions**

BOOKKEEPER/HUMAN RESOURCE MANAGER**1989 – 1992***Oncall Restoration Incorporated, Pickering ON*

- Maintained **meticulous accounting records**
- Collaborated with **customer care services**
- Negotiated renovation pricing estimates
- Managed employee work schedules

SECRETARY (TEMPORARY POSITION)**1989***General Motors of Canada, Oshawa ON*

- **Welcomed customers and handled inquiries**, maintaining a professional and courteous demeanor
- Facilitated communication between potential customers and upper management
- Managed **confidential records** with accuracy and discretion
- Provided **secretarial support** to engineers, aiding in administrative tasks and scheduling

EDUCATION & CERTIFICATIONS**REAL ESTATE COUNCIL OF ONTARIO LISENCE****2011***Real Estate Council of Ontario, Toronto ON***BUSINESS ADMINISTRATION DIPLOMA****1987****(ADVANCED BOOKKEEPING & OFFICE PROCEDURES)***Durham College of Applied Arts and Technology, Oshawa ON*