

RESUME for Nahabet (Mike) Tokmak

Profile:

- * Currently working in Residential Real Estate Sales part time.
- * Previously worked as a Paralegal, In Civil Litigation, Landlord and Tenant Law, Real Estate Law, Corporate Law, Family Law, and Wills and Estates.
- * Previously worked for an investment brokerage, providing stock quotes, information on mutual funds, TFSA, RRSP, RRIF and other investment products, with existing customers and advisors.
- * Working previously as a financial service representative, offering Full Banking services, Investment Products.
- * Dedicated, reliable, loyal, Punctual, helpful customer service representative with over fifteen years of experience.
- * Ability to work independently and use in-house resources effectively, such as online databases and problem resolution procedures.
- * Able to work well under pressure, meet deadlines, able to work independently or within a team environment.
- * Driven to succeed, flexible, creative, taking charge of events, initiating change and being able to adapt to new changes and events within the workplace.
- * Excellent people and communications skills, to maintain a high level of customer satisfaction and increase corporate objectives.
- * Superior negotiation, problem solving and research skills, very detail oriented to ensure one and done to exceed client's expectations.
- * Thriving to work in a challenging environment, ability to multitask, very motivated and willing to pursue higher positions within the company.
- * Working with both advisors and the public, in resolving their needs, from simply customer service needs, to more complex situations, resulting in following up to ensure customer satisfaction.

PROFESSIONAL EXPERIENCES:

Remax Real Estate Centre Inc., Brokerage

1140 Burnhamthorpe Road West, unit 141, Mississauga, Ontario, L5C 4E9

January 2020 to Present

* Currently working as a real estate sales representative part time

Royal LePage Real Estate Services

231 Oak Park Blvd #105, Oakville, Ontario, L6H 7S8

* Worked as a real estate sales representative part time from January 2018 - January 2020.

Remax Realty One Inc., Brokerage

50 Burnhamthorpe Road West, Suite #102, Mississauga, Ontario, L5B 3C2

* Worked as a real estate sales representative part time from 2010 - 2016.

CIBC Investors Edge

800 BAY Street, 2nd floor. Toronto, Ontario, M5S 3A9

* Provided customer service and support on different investment products.

*October 2015 to October 2016

EDUCATION AND TRAININGS:

* Paralegal Diploma Course, Certification acquired

*Richmond School of Commerce

* High School Diploma

*Sir John A. Macdonald Collegiate Institute

Other Languages Spoken Besides English:

Armenian and Turkish

