

Taran Deep Singh

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EDUCATION

University Certificate in Business Management
2023

August 2022 to April

Toronto Metropolitan University (formerly Ryerson University) - Toronto, ON

Bachelor's Degree in Social Sciences (HONS.)
2020

July 2017 to October

GNDU Amritsar- India

CERTIFICATIONS AND TRAINING

RECO- Real Estate Council of Ontario

March 2025

RELEVANT EXPERIENCE

Inside Sales Specialists.

June 2025- Present

Pearl Builders- Pearl Valley Homes | 25 Production Road, Brampton

- Prepared **sales strategy** for the projects in Brampton along with conducting **meetings** at the model home, **showcasing** and **negotiating** the deal with prospective clients.
- Successful in obtaining **blanket appraisal from RBC bank** for the current project in Brampton resulting in sales promotion and smooth transactional closings.
- Proficient in **HubSpot and Zoho** platforms, leveraging their full suite of features to streamline CRM, marketing, and sales operations.
- Engaged with various stakeholders within and outside organization for continuous **improvement and developing** overall sales strategy.
- Undertook **periodic market evaluation** to gauge selling and buying activities and provide inputs for current and upcoming projects across GTA and influence its overall outcomes.
- Assisted in preparing **online advertisement media ads** and **running online campaigns** for lead generation.

Property Administrator -Sales

September 2023- January 2025

Royal LePage Certified Brokerage | Mississauga 5618 Tenth Line W, #8-#9 Mississauga

- **Liaised with Builders**, Lawyers, and Mortgage advisors for the smooth closing of transactions.
- Handled **Pre-construction inquiries** from clients and worked on a case-to-case basis both in Ontario and Alberta.
- Prepared **digital marketing material(SEO) to develop sales** and marketing strategies for the builder clients.
- Took care of the **performance comparison (Microsoft Excel)** sales and marketing records.
- Arranged meetings with clients and provided the information to solve their issues and queries with **vast amounts of calling across Canada and** handling confidential information of clients.
- **Interpreted contracts** and other Real estate forms and documents for clients.
- **Managed and assisted** the **broker manager** with his calendar and operations.
- **Handled Deposits/Cheques** and other financial instruments.
- **Used CRM, RLP Networks and MLS Platforms** like **Trebb** for operational efficiency.

Customer Service and Relationship Associate:**September 2022- July 2023**

Hudson's Bay Company | 1560- Queen Street, Toronto

- **Serviced customers at POS** improving their shopping experience along with informing them about promotions and offers.
- **Performed tasks** as mentioned in KPI's and KPA's
- **Assisted manager** in developing floor strategies and sales targets □ Vigilance and liaised with **asset protection**.

Customer Service and Relationship Associate:**January 2023- February 2023**

Mango Insurance

- **Handled client requests** coordinating with the Manager.
- Used Salesforce to input data and **maintained records** & insurance certificates.
- **Emailed Underwriters** about various client requests and recording in Salesforce.
- **Issued pink slips** to clients, maintained records and **met them for claims paperwork**.

VOLUNTEER WORK**Sikh student Association at Toronto Metropolitan University**

Volunteered for awareness campaigns and organizing cultural events at university.

Free utilities drive- Was part of various free meal and utilities drives in my hometown throughout my life where food and other items were distributed to those in need. Especially during covid-19.