

KIRANPREET KAUR

Brampton, ON

Kiranpreetkaur849@gmail.com

(647) 206 – 5599

Work Experience

Real Estate Administrator

Century 21 Green Realty Inc. Brokerage – Mississauga, ON

September 2025 – Present

- Handling Incoming/ Outgoing Correspondence (Email/ phone/ Courier) promptly and professionally including routing and forwarding calls to appropriate extensions
- Schedule appointments, showings, meetings and co-ordinate calendars efficiently
- Prepare and manage listing documentation, agreements including offers, amendments, Waivers with precision using Transaction Desk/ Skyslope/ Web-Forms
- Assist with office operations such as managing supplies, organizing tasks and ensuring a well- kept front desk
- Manage frontline communications and serve as the initial point of contact for internal colleagues and external clients.
- Managing agent communications through the internal paging system – Broker Bay
- Broker-loading (uploading) listings on TRREB
- Executing listing adjustments including status change, price change and amendments
- Proficient in real estate tools including TRREB, Broker Bay, Geo-warehouse for market analysis, showing management and comparable
- Assisting agents in the preparation of formal letters, agreements, customize document templates, maintain database using MS Suite
- Ensuring all transaction files are audit- ready by verifying the accuracy if mandatory disclosures, and Fintrac documentation

Real Estate Deal Administrator

Century 21 Empire Realty Inc. Brokerage – Brampton, ON

December 2022 – September 2025

- Direct communication with brokerages, solicitors and agents to collect outstanding documents required to complete each file
- Calculating commissions for real estate transactions (residential and commercial)
- Handling incoming emails related to commissions and transactions in a timely manner
- Input and finalize all transactions in Lone wolf system
- Preparing and sending commission invoices
- Remitting payments to agents/ brokerages/ clients on a weekly schedule through Cheque and EFTs
- Assist Head Accountant with reconciling entries and tax related reports during tax season
- Assisted the head accountant during RECO Inspections

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- Set up staff/ agent profiles and splits via Lone wolf
- Assist with the annual awards night by updating invitation lists, sending email invites, monitoring RSVPs and preparing attendance lists
- Manage office and kitchen supplies
- Answering phones
- Manage company's financial accounts and pay supplier's invoices.
- Worked on Geo Warehouse, MPAC, Web-forms, OREA forms and other Real estate related websites
- Trained agents in social media marketing and lead generation techniques through Microsoft Power-point based presentations
- Creating and managing social media account for lead generation

Graphic Designer and Admin Assistant

Sira Homz Inc. (Executive Real Estate Brokerage) – Brampton, ON

May 2022- October 2022

- Update social media (Facebook/ Instagram/ FB Marketplace) with new listings and posts
- Created and designed robust email campaigns (using Pabbly/ Sendin Blu), social media campaigns and ensured timely execution of lead generation campaigns
- Prepared flyers and posts for digital and print media
- Managed content calendar (social media), schedule appointments, managed calendar invites and minutes of meeting notes
- Maintained CRM database of clients, regular follow up with them and updating database accordingly
- Conducted few lead generation activities to attract potential clients
- Creating and maintaining internal filing system
- Scanning, photocopying, and binding documents
- Preparing, formatting and using excel spreadsheets and databases
- Assisted in preparing offers, reports, letters and forms

Graphic and Editorial Designer – Internship

Ever Onward Publishers – New Delhi, India

Aug 2019 – Nov 2019

- Designing and lay-outing children books, using Corel-DRAW and Adobe Illustrator to create print-ready, and high-quality illustrations.
- Collaborating with team members to consistently meet project deadlines

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Assistant Photographer and Motion Graphic Designer – Internship

Delhi Photography Services – New Delhi, India

June 2019 – Aug 2019

- Creating and editing videos, designing catalogues and Product photography using various software's like Adobe Premiere Pro, After Effects, Photoshop, Illustrator, In-design.

Advertising Designer – Internship

Arohi Ads Agency – Ludhiana, India

July 2018 – Sept 2018

- Designed Classified ads for different newspapers in English and Punjabi Language using Corel- DRAW

Education

Bachelors of Fine Arts (BFA- Applied Arts)

Apeejay College of Fine Arts, Jalandhar, Punjab

Skills

Lone-Wolf

TRREB / Broker Bay/ Cornerstone (and other real estate related websites/ forms)

Calendar Management

Microsoft Office

Adobe Suite

Canva

Customer Service

Secretarial