



# Alina Abdullina

As forward-thinking sales person with 8+ years experience, I know firsthand the importance of empathy and attentiveness in any deal. Seeking a sales role where I can continue to foster and hone these traits as I continue to grow in an experienced organization where one of the goals is to increase sales.

## Work experience

**Real Estate Agent** Feb 2015 - Jan 2018

*VEK Corporation LLP, Almaty, Qazaqstan*

Responsibilities

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determine clients' needs and financial abilities to propose solutions that suit them
- Intermediate negotiation processes, consult clients on market conditions and prices
- Perform comparative market analysis to estimate properties' value
- Display and market real property to possible buyers
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)
- Manage property auctions or exchanges
- Maintain and update listings of available properties
- Develop networks and cooperate with attorneys, mortgage lenders and contractors
- Remain knowledgeable about real estate markets and best practices

**Real Estate Sales Manager** Feb 2018 - Mar 2020

*VEK Corporation LLP, Almaty, Qazaqstan*

Responsibilities

- Provide clients with comparative sales information for properties to determine competitive market pricing.
- Contract negotiations for resales of existing properties.
- Manage the portfolios of clients.
- Suggest investment plans to the clients depending on their preferences and budget.
- Identify the potential clients and schedule a meeting for sales and marketing.
- Present the information regarding products and services offered and also suggests custom solutions.
- Maintain existing clients and generate new clients to achieve revenue goals.
- Conduct customer satisfaction surveys and recommend ways of improving client satisfaction.
- Researching and pursuing new business opportunities.
- Assisting head of sales in maintaining the relationship with clients
- Hiring, training and supervising staff members;
- Conducting regular inspections of properties and facilities to ensure that all is in order;
- Hiring, overseeing and paying contractors;
- Marketing vacant apartments, houses or buildings on behalf of property owners;
- Providing owners with regular updates and reports and making relevant recommendations.

**Director of Sales. Production of branded protective masks with logo** Mar 2020 - Feb 2022

*IE Utenova, Almaty, Qazaqstan*

Responsibilities

- Developing and implementing strategic sales plans that align with business goals
- Leading and motivating sales teams to achieve sales targets
- Recruiting, training, and coaching sales personnel to enhance performance
- Setting individual sales targets and monitoring team performance to ensure goals are met or exceeded
- Analyzing sales data and market trends to identify opportunities for growth and improvement
- Building and maintaining relationships with key clients and industry partners
- Collaborating with marketing and product development teams to ensure a cohesive approach to market
- Overseeing the sales budget and ensuring cost-effective spending
- Adjusting sales strategies and plans based on feedback and market dynamics
- Providing accurate sales forecasts and reports to executive management

## Personal

**Name**

Alina Abdullina

**Address**

Kazakhstan, Al-Farabi Avenue, 41/3  
Almaty

**Phone number**

+7 747 490 3775

**Email**

abdullina.alina2024@gmail.com

## Languages

|         |        |
|---------|--------|
| English | B2     |
| Russian | Native |
| Kazakh  | B2     |

- Negotiating high-value contracts with clients and closing strategic deals
- Ensuring compliance with legal regulations and company policies throughout the sales process

Director of Sales. Women's Accessories shop

Apr 2022 - Dec 2023

*IE Utenova, Almaty, Qazaqstan*

Responsibilities

- Provide exceptional customer service and hospitality by greeting, listening and assisting customers by exceeding their expectations and demonstrating excellent knowledge of the product and styling.
- Elevate in store experience by consistently delivering memorable moments to every customer.
- Maintain customer correspondence to build and enhance relationships and drive sales. Drive consistent business through key product pillars.
- Knowledgeable in current industry trends and technology including familiarity of competition.
- Support and leverage all company initiatives as they relate to product launches, customer experience and selling. Adhere to company policies and procedures at all times.
- Assist with inventory, special events and projects as needed. Perform opening and closing store duties as needed.
- Maintain open, and ongoing communications with store management, peers and corporate partners. Ability to network and socialize with target customers

Education and Qualifications

Bachelor of Services

Sep 2011 - Jul 2015

*Al-Farabi Kazakh National University, Almaty, Qazaqstan*

The academic degree of Bachelor of Services in Speciality Tourism

Skills

|                           |             |
|---------------------------|-------------|
| Communication skills      | <div></div> |
| Sales and Marketing       | <div></div> |
| Teamwork                  | <div></div> |
| Responsibility            | <div></div> |
| Leadership                | <div></div> |
| Organizational Skills     | <div></div> |
| Customer service          | <div></div> |
| Administrative experience | <div></div> |
| Cash handling             | <div></div> |
| Flexibility               | <div></div> |
| Fast Learner              | <div></div> |