

WORKING EXPERIENCE

Faustino C. Eleferia Jr.

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Objective

To established a career in a growth oriented organization which offers diverse job responsibilities where I can contribute my professional learning and experience in Administration, Office Management and Property Management, in a fast-paced environment where my interpersonal communication ability to plan, coordinate and organizational skill will be valuable.

Office Administrator

Cavendish Maxwell -Bahrain and Oman Office

+973 1616 1458/ +971 4 453 9525

Hours of Duty: 45 HRS

September 2020 to Present

Key Responsibilities:

Looking after overall Bahrain and Oman office support and administration; this includes all secretarial admin work, human resource, marketing and office operation.

Work closely with Regional Director and Head Office Managers, and Office Seniors to prepare all related departmental task, managerial related tasks, prepare presentations, excel sheets work, proposals, term of engagement, review valuation reports, liaise with the accounts for payment collection and deposits, prepare progress report and monitor meetings and regional engagements.

Liaise with HR department with regard to the employee related processing and updating.

Property Manager

Almatrook Real Estate

+973 1600 1600

Hours of Duty: 50 HRS+

July 2019 to September 2020

Key Responsibilities:

Overseeing leasing, selling, administration and property maintenance
Arrange and conducts property viewing, negotiate lease terms and prices
Delegates task to leasing personnel and maintenance staffs
Provide strategic marketing plans and improvements for properties
Prepares and review property contracts

Project Coordinator and Office Management

Bahrain Health City (Start Up- Project Base)

+973 6677 7117

Hours of Duty: 45 HRS

April 2019 – July 2019

Key Responsibilities:

Ensuring a smooth running of an office on a day-to-day basis.
Handling all the HR and Administrative requirements.
Secretary to the Board of Directors.

SKILLS

Technology

Familiar with all MS Office Applications.

INTERPERSONAL & CUSTOMER CARE

- ✓ Capable of managing multiple tasks with emphasis on retaining quality standards.
- ✓ Business Writing.
- ✓ Meeting preparations and Facility.

- ✓ Ability to quickly assess and prioritize projects and office tasks.
- ✓ Proficient at evaluating problems and quickly devising practical solutions.
- ✓ Ability to meet tight deadlines.
- ✓ Excellent research and solid communications skills.

LINGUISTIC ABILITIES

English and Filipino (Fluent)

PERSONAL TRAITS

Follow work ethic practices
Flexible
Determined and Persistent
Trustworthy
Artistic

PERSONAL DOSSIER

Date of Birth:

November 07, 1984

Marital Status:

Single

Citizenship:

Filipino

Senior Officer, Real Estate Administration

Ibdar Bank

Zamil Tower Manama, Kingdom of Bahrain

+973 1751 0000

Hours of Duty: 50 HRS+

November 2016 – December 2018

Key Responsibilities:

Looking after overall Real Estate Investment department's ("RE") support and administration; this includes all secretarial admin work, investment administration, marketing and operation.

Work closely with Head of Real Estate to prepare all related department's related plans, and his other managerial related tasks.

Work closely with Investment Managers (a team of three senior managers) to prepare all related investment applications, marketing materials and necessary investors' presentations.

Liaise with Finance department on budget tracking and RE department's expenses.

RE department worked on several transactions in the UK, USA, and GCC region. The department managed a portfolio of USD 200 million. As the main coordinator of the department, I established solid skills in communicating with different markets and cultures, besides processing documentation within different jurisdictions and dealing with variety of service provider's such as Lawyers, Consultants, Brokers, etc.

Help the Head of Risk department to prepare Risk Committee documentations and attend Risk Committee meetings as Committee Secretary, from time to time.

Cover for CEO's Office Manager, from time to time, when gone on leave. This would include liaising with Board Meetings and Board Members with regards to necessary logistics related work.

Projects Secretary/Coordinator, Projects Department

Jenan Real Estate

Al-Khobar, Kingdom of Saudi Arabia

+966 13 814 7000

Hours of Duty: 45 HRS

October 2013 to October 2016

Key Responsibilities:

Creates an efficient document control process for easy document recording and retrieval.

Monitors projects work progress and keeping track record of payment request and following up with the contractors.

Rated as Excellent with 97% rating for work precision, punctuality, dedication and well coordinated and well organized document control.

TRAININGS ATTENDED

Corporate Governance & Compliance Workshop
October 18, 2018
Ibdar Bank, Manama, Kingdom of Bahrain

Real Estate Investment Professional
December 3-6, 2017
LEORON, Manama, Kingdom of Bahrain

Understanding Fin Tech and Blockchain
March 18-22
LEORON, Manama, Kingdom of Bahrain

CHARACTER REFERENCES

MR. BASSAM KAMESHKI
Head of Middle East, Cordatus
MOBILE: +973 3669 6600

MR. RASHED ALJOWDER
Director, Milestone Properties
MOBILE: +973 3666 6613

ALI BARHOOM
Partner, Cavendish Maxwell
MOBILE: +97339905383

Administrative Assistant, Business Development and Corporate Planning Department.

Jenan Real Estate
Al – Khobar Kingdom of Saudi Arabia
Hours of Duty: 45 HRS
January 2013 – October 2013

Key Responsibilities:

Co-worked with the Planning Development Manager in developing the department KPI's, Company Organizational Chart – Positional and Functional. Created the employee job descriptions for projects department.

Department Supervisor

September 2011 to October 2012

Office Administrator

August 2009 to August 2011

Alshaya Group of Companies – H&M
Riyadh, Kingdom of Saudi Arabia
Hours of Duty: 50 HRS+

Key Achievements:

Pioneer graduate of the company “Grow with Us” program for managerial position training.

Created the store audit process

Trained all H&M store administrator for new store opening.

Awarded as employee of the month several times.

Featured as H&M most aspiring employee worldwide.

Global Venture Promotion & Marketing

Human Resource Personnel

Manila, Philippines
Hours of Duty: 50 HRS+
Jan 2009-Jul 2009

Key Achievements:

General Human Resource works

Handled more than 1 thousand employees nationwide.

Developed the company human resourcing process and code of ethics.

Iloilo Doctors College

Guidance Counselor/College Professor

Iloilo, Philippines
Hours of Duty: 50 HRS+
May 2006-Dec 2008

Key Achievements:

Youngest Guidance Counselor hired

First Counselor who was given a task to handle 4 colleges.

Member of the Philippine Guidance Counselor Association.

EDUCATIONAL BACKGROUND

**Master of Arts in Guidance
Counseling (42 Units)
University of San Agustin,
Philippines**

**Master of Arts in Psychology (9
Units)
University of San Agustin,
Philippines**

**Bachelor of Science in
Psychology – Graduated as
Cumlaude
University of Iloilo, Philippines
Most outstanding graduate of
batch 2006**