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# Jessia Alexander

## Sales Executive & Assistant

Lahore, Pakistan.

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## SKILLS

- Attention to Detail
- Effective Real Estate Marketing & Flyer Making
- MyHouseDeals, MLS & MailChimp
- WizeHire & Resume Screening
- DocuSign & PDF Editing
- Podio, Trello & SweetProcess
- Rental Pre-Screening & Management
- Apartments.com & GoSection8.com
- Documentation & Memorandum Filing
- Lease Documentation
- Email Marketing & Management
- Skip Tracing & BatchLeads
- Time Management & Organizational Skills
- B2B, Outbound & Inbound Calling
- Google Voice & Calendar Management
- Inventory Management & Invoice Processing
- Microsoft Office Suite & G Suite
- Strong Written, Communication, Phone, Presentation, & Interpersonal Skills.

## EXPERIENCE

**AL Rehman Communications, INC Islamabad, Pakistan** - *Virtual Sales Assistant (Independent Contractor)*

SEPTEMBER 2020 - PRESENT

Objective:

- Administer & execute the Wholesaling, Rental Purchasing & Leasing process.

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- Pre-screen & Qualify applicants, request Rental History, verify Gross Monthly Income.
  - Commission necessary documents like Photo ID & copy of Social, schedule Showing, prepare Rental Lease Agreement, respond to Tenants requests etc.
  - Administer, be responsible for managing Legal Documents, making sure every step is followed for each process.
  - Handling or completing multiple tasks at one time.
  - Contacting Buyer/Seller by whichever means necessary usually by using email, phone, and text messages, etc.
  - Marketing properties (Rental/Wholesale etc.) on Social Media and other such platforms such as MailChimp, MyHouseDeals, MLS, Apartments.com etc.
  - Managing & responding to Sales emails, providing accurate information to potential customers, renegotiating prices etc.
  - Adding & editing templates and sending out documents via. DocuSign for sellers/buyers to sign/initial.
  - Work on the CRM to make sure all contracts/information is up to date & conduct Sales follow up with leads until the lead has been qualified.
  - Accurately track & report all employees' sales and commissions earned.
  - Screen Resumes & potential applicants & schedule Interviews.

**Focus USA (Universal Sales Alliance) Pvt. Ltd. Lahore, Pakistan -**  
*Area Sales Executive*

JULY 2019 - AUGUST 2020

Objective:

- Dealing with a wide range of tasks, including receiving Business-To-Business (b2b) inbound/outbound calls, generating potential leads by cold calling.
- Develop strategies to contribute to the growth and profitability of the company.
- Following up, negotiating, price-fixing and price-changing to convert new account opportunities.
- Billed customers for products and/or services.
- Generated accounts payable reports, so timely payments can be made to vendors.
- Checked invoices for discrepancies in price, quantity and items.

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- Issued monthly statements, keep customers files updated with current invoices, bills and contact information.
  - Marketing and promoting products and promotions through emails & post.
  - Keep an eye on domestic and foreign suppliers and to focus on the market conditions to detect any changes.
  - Utilize sales data to manage, develop, and serve existing accounts.
  - Select and distribute product samples, procure purchase orders, and analyze bulk purchases to inform product restocks.
  - Dispatching and tracking the order, keeping the customer informed with every step. Working out ways to collect the payment for invoices along with keeping a record of all invoices.
  - Assuring customer's satisfaction after delivery of the order and retaining customers.
  - Motivate various colleagues and teams to work towards shared sales targets and strategies.
  - Build relationships with suppliers and put the customer at the forefront of their strategies and plans.

### **Digital Marketing Network, Lahore, Pakistan - *Senior Sales Executive***

FEBRUARY 2019 - JUNE 2019

Objective:

- Select the correct product or assist customers in making product selection based on customers' needs, product specifications, and applicable regulations.
- Quote prices, credit terms, or other hidden specifications.
- Inform customers of estimated delivery schedules, service contracts, warranties or other information pertaining to purchased products.

### **Information Process Solutions, Inc. Lahore, Pakistan - *Senior Sales Executive***

MARCH 2018 - SEPTEMBER 2018

Objective:

- Sell service contracts for products.
- Complete product and development training as required.

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- Verify the materials lists are accurate and that delivery schedules meet project deadlines.
  - Quote prices, credit terms or other hidden specifications.
  - Inform customers of estimated delivery schedules, service contracts, warranties or other information pertaining to purchased products.
  - Collaborate with colleagues to exchange information such as selling strategies or marketing information.

### **Digital Globe Services, Ltd. Lahore Pakistan - Sales Executive**

FEBRUARY 2017 - OCTOBER 2017

Objective:

- Selling services to new and existing customers by discussing their needs and explaining how these needs could be met by specific products and services.
- Answer customers' questions about products, prices, availability, and credit terms.
- Demonstrate and explain the operation and use of products.
- Emphasize product features based on the analysis of customers' needs and on the technical knowledge of product capabilities and limitations.

## **EDUCATION**

### **Kinnaird Academy High School for Girls, Lahore Pakistan - Matriculation**

MARCH 2012 - AUGUST 2014

BIOLOGY, CHEMISTRY AND PHYSICS.

### **Govt. Sheikh Sardar Higher Secondary School, Lahore, Pakistan - Intermediate**

SEPTEMBER 2014 - AUGUST 2016

BIOLOGY, CHEMISTRY AND PHYSICS.

### **Virtual University of Pakistan, Lahore, Pakistan - Bachelor's Degree in Education (Hons) Elementary (4 Years)**

MARCH 2020 - PRESENT

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## ACCOMPLISHMENTS

Highest # of Sales of Home Security (Comcast Xfinity) in a month in both Lahore & Karachi Offices. (All while on Part-time)

Added over 15,000 Cash Buyers, Investors & Realtors to the Buyer's List.

## CERTIFICATIONS

**EF SET - C2 Proficient:** <https://www.efset.org/cert/uJ1D87>

## CAREER OBJECTIVE

Self-motivated & skilled Sales Executive/Virtual Sales Assistant with relevant experience, the ability to maximize persuasive attributes and exceptional customer service to generate & retain customers towards achieving the company's sales objectives.