

SHWETA KHARBANDA

Australian Citizen | Relocating to Dubai (Available Immediately)

AREAS OF EXPERTISE

Selling off-plan and new home packages
Convert customer objections into successful sales
Achieving sales target and deal closures
New lead generation and sale conversion

PROFESSIONAL

Real Estate Agent's Representative Certificate
Certificate IV in Training and Assessment – Holmesglen Institute, Victoria

EDUCATION

Bachelor of Science (Honours) Mathematics - Delhi University, India
Bachelor of Education (Mathematics and English) - Annamalai University, India
Post Graduate Diploma in Computer Applications - Jamia Millia Islamia University, India

PERSONAL SKILLS

Task Prioritization
Relationship Building
Effective Listening and Communication Skills
Presentable & Articulate
Self-Motivated and Team Player

PROFESSIONAL SUMMARY

A confident, natural and result-driven Real Estate Consultant with 7+ years of experience in residential property sales, specializing in new homes, off-plan projects and house and land packages. Proven ability to close high-value transactions, manage international and first-time investors, and exceed aggressive sales targets in competitive markets. Strong expertise in consultative selling, developing customer trust, advising investors on property portfolios, CRM management, and end-to-end sales cycles.

MAJOR ACHIEVEMENTS

- Top Sales Consultant for two consecutive years – H&L Victoria, Australia
- Closed \$25M+ worth of premium and luxury residential properties in one year
- Maintained 100% 5-star customer reviews across entire real estate career
- Increased buyer readiness by 25% through structured client education workshops on home buying process

PROFESSIONAL EXPERIENCE

Miri Homes Real Estate - Dubai, UAE

Oct 2025 – Jan 2026

Australia Based Global Property Advisor

- Gained hands-on exposure to Dubai's off-plan residential market within a brokerage environment, including off-plan projects from multiple developers, payment plans, launch pricing and handover timelines.
- Successfully closed an international sale within the first month of joining.
- Engage with international investors, qualifying leads and understanding investment vs end-use requirements and explaining various stages involved in the investment process.
- Maintain lead tracking and client communication using Zoho CRM system.
- Build market knowledge of key Dubai off-plan communities and emerging investment corridors.

H&L Victoria - Victoria, Australia

Feb 2021 – Sept 2025

A leading independent new home brokerage in Victoria, Australia delivering turnkey residential solutions for buyers and investors via a broad builder network.

Senior Sales Consultant – New Home Sales

- Managed end-to-end sales for new residential developments and complete turnkey house-and-land packages.
- Advised local, interstate and overseas buyers through the full purchase journey, from enquiry to contract signing.
- Generated and converted leads via digital campaigns, referrals, land agents, and industry partners.
- Conducted professional display home walkthroughs, presenting standard inclusions, upgrades, and luxury packages.
- Structured deals and negotiated pricing, advised clients on MVP solutions aligned with budgets and investment goals.

PERSONAL DETAILS

M: +971503154145(Dubai)

M: +61474321859(Aus)

e : shweta_mct@yahoo.co.uk

- Coordinated with mortgage brokers and lenders to qualify buyers and facilitate approvals.
- Supported buyers with layout customisations, electrical plans, interiors, upgrades and landscaping.
- Maintained detailed pipelines, follow-ups and contracts using Eagle CRM and DocuSign
- Built long-term relationships with stakeholders to generate repeat and referral business.
- Built, maintained and expanded network with industry people through various forums and one to one meetings and catchups to nurture long lasting relationships and further business development and referrals.

Orbit Homes - Victoria, Australia

Mar 2019 –Jan 2021

Award-winning Australian developer with 45+ years' experience, known for premium construction standards and end-to-end residential delivery.

Sales Consultant – Premium & Luxury Homes

- Sold premium, luxury, and custom-built homes across two high-profile display locations.
- Closed multiple high-ticket deals annually, contributing to \$25M in sales in one year.
- Managed high-value buyers seeking custom modifications, luxury inclusions, and lifestyle upgrades.
- Consulted clients on architectural styles including Modern, Contemporary, Hamptons, and Victorian or big villas with pools, home theatres and tennis courts.
- Generated and converted leads through walk-ins, digital advertising, referrals and real estate agents.
- Managed customer pipelines and follow-ups using Sugar CRM.

Simonds Group - Victoria, Australia

Dec 2017 – Feb 2019

Established residential builder with 75+ years of experience delivering design-led homes across entry-level to luxury segments, known for quality assurance and customer-centric delivery.

Sales Associate – New Home Sales

Started my home sales journey with this role. Key responsibilities included display home walkthroughs, customer lead generation and follow-ups, maintain customer database using Salesforce CRM, preparing site plans and handling documentation.

Beaconhouse School System (Oman).

Aug 2011 – June 2013

Secondary School Teacher – Mathematics and IT

- Advisor to the school principal for the development of learning programs and appropriate teaching methods.
- Prepared Student Enrolment Programs and guide parents and students in selection of future education streams.
- Participated in the education research program conducted by the UK head-office of the institution.
- Planned, developed and implemented a school-wide system of remedial programs and reinforcement strategies for students requiring additional assistance.
- Compared, reviewed and evaluated student assessment processes and outcomes.
- Award for '**Teacher of the Year**' (Beaconhouse School System, 2012-13).
- Award for '**Most Regular Teacher**' (Beaconhouse School System, 2011-12).