



NERINGA SALNE

SALES / HR MANAGER

About Me

Target-driven Sales Manager and exemplary leader, manages business development department, setting achievable individual and team targets. Excellent in Customer Relationship Management (CRM), Sales Strategy & Management, Negotiation & Closing deals.



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Anaximandrou, Nea Ekali,
3117, Limassol, Cyprus

LANGUAGE

- English Proficient (C2)
- Lithuanian mother tongue
- Russian Proficient (C2)
- Polish fluent

EXPERTISE

Management Skills
Creativity
Digital Marketing
Negotiation
Critical Thinking
Leadership
Excellent communication and negotiation abilities
Deep understanding of the real estate market
Sharp, organized well-spoken
9 years of experience in the Real Estate

EXPERIENCE

Japan Cars Imports **Sales Manager position** **Limassol -Cyprus** **2024 June - Present**

- Driving Sales and Meeting Targets
- Analyzing market trends
- Identifying sales opportunities, and guiding the sales team, they can achieve and exceed targets
- Ensuring Customer Satisfaction
- Dealing with Customers
- Managing High Pressure Situations
- Developing, implements and monitors a follow-up system for new-vehicle purchasers.
- Maintaining teamwork in a customer-focused sales environment throughout the sales, delivery and follow-up process.
- Conducting daily and weekly sales meetings.
- Helping salespeople close deals when necessary.
- Completing deal settlement sheets and turns into accounting office in a prompt and timely manner.

DOM Real Estate **Limassol -Cyprus** **Senior Real Estate Agent Position** **2023 September - 2024 June**

- Meeting, discussing and understanding the needs of sellers
- Scheduling appointments that are suitable with the client's schedules
- Performing research of the local market by comparing properties and checking market activity to establish a selling price
- Listing properties with the relevant services and amenities
- Reviews and agreed-upon procedure engagements
- Audit and consulting assignments
- Handle all aspects of fieldwork from planning to completion
- Prepare all financial statement audit areas
- Recognize engagement issues and propose reasonable and effective solutions
- Communicate effectively with client, manager
- Effectively supervise/train staff on engagement
- Planning and organizing engagements

SKILLS

Leadership
Sales Management
Negotiation
Real Estate Market Knowledge
Client Relationship Management
CRM Software
MS Office Suite

QUALIFICATIONS

Proven experience as a Real Estate Sales Manager or similar role
Strong leadership/ management skills
Excellent communication and negotiation abilities
In-depth knowledge of the real estate market and trends
Ability to build and maintain relationships with clients
Proficient in using CRM software and MS Office Suite
Degree in Accountancy / Finance
Degree in Business Organisation
Degree in Psychology

EDUCATION

June 2018
GCSEs/A levels : IT User's E-quals
City and Guilds of London Institute - Galway

May 2017
Photography
Shaw Academy - Online Distance Course

Feb 2016
Diploma in Counselling, Psychotherapy & Psychoanalysis
ATI Psychology Institute - Distance learning

Jun 2014
WEB DESIGN
FETAC - Galway, Ireland

Sales Manager

Zanzi homes & Quick Let's - Iklin, Malta

2018 January - 2023 Septemeber

- Managing and leading the team
- Setting sales targets and develop sales strategies
- Monitor performance and provide coaching and training to sales agents
- Identifying new business opportunities and develop relationships with potential clients
- Representing the company at industry events and networking opportunities
- Preparing and analyze sales reports and forecasts
- Organised promotional events to move in-store products using demonstrations,
- displays and special pricing.
- Meeting sales targets consistently and delivered on bottom line budgeted profit for sector

Office Manager/ Admin

Claudio Bugeja & Co. - Qormi, Malta

June 2015 - Jananuary 2018

- organising meetings and managing databases
- booking transport and accommodation
- organising company events and conferences
- ordering stationery and IT equipment
- dealing with correspondence, complaints and queries
- preparing letters, presentations and reports
- supervising and monitoring the work of administrative staff
- processing invoices and managing office budgets
- implementing and maintaining procedures/office administrative systems
- organising induction programmes for new employees
- ensuring that health and safety policies are up to date
- attending meetings with senior management
- assisting the organisation's HR and finance functions by keeping personnel records up to date, arranging interviews and updating financial documents.

Aug 2011

A level : IT Principles (MC)

City and Guilds of London Institute - Galway

Oct 2006

Business Studies - Administration

Ballinasloe College of Further Education - Ballinasloe
FETAC Award

Jun 2006

Bachelor of Science : Food Industry Business
Organisation KTU - Kaunas, Lithuania

Jul 2001

Secondary School

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