



RACHEL ISAAC-IDUNG

SALES ADMINISTRATOR (PROJECTS)



Auckland, 1010, New Zealand



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PROFESSIONAL SUMMARY

Detail-oriented Sales Administrator and international student currently pursuing a Master's in Applied Management. Experienced in document preparation, client coordination, records management, contract administration, and sales support within fast-paced real estate and administrative environments. Skilled at maintaining accuracy, confidentiality, and clear communication across teams and stakeholders.

SKILLS

TIME MANAGEMENT AND
ORGANISATIONAL SKILLS

CLIENT AND STAKEHOLDER
COMMUNICATION

PROJECT AND ADMINISTRATIVE
COORDINATION

DOCUMENT PREPARATION AND
RECORDS MANAGEMENT

SALES AND CUSTOMER SUPPORT

DATA MANAGEMENT AND ACCURACY

HOBBIES

READING, HIKING, SWIMMING

REFERENCES

References available upon
request

WORK EXPERIENCE

CHRISTIE'S INTERNATIONAL REAL ESTATE (DUBAI)

Dubai, U.A.E
Sep 2023 - Jun 2026
2 yrs 10 mos

Sales Administrator (Projects)

- Coordinated project documentation between developers, clients, and partner agents, ensuring accuracy, confidentiality, and timely submission
- Prepared and processed sub-broker agreements, reservation forms, and purchase contracts, ensuring all approvals, requirements, and signatures were completed
- Maintained accurate financial and client records, verified transactions, and supported compliance with company and regulatory standards
- Collaborated with sales, finance, and operations teams to support smooth communication, efficient administration, and timely project completion

THE FULL BRIEF

Dubai, U.A.E
Oct 2021 - Oct 2025
4 yrs 1 mo

Virtual Assistant

- Supported a digital publication covering New Zealand's automotive industry by coordinating daily content and newsletter updates
- Collected and curated news from verified online sources, ensuring accuracy, reliability, and relevance of information
- Edited and formatted articles for clarity, grammar, readability, and consistency prior to publication
- Managed WordPress content uploads and coordinated timely newsletter releases in a deadline-driven environment

EDUCATION

IGBINEDION UNIVERSITY

Edo State, Nigeria
2021

B.sc – Business Administration

- Completed a B.Sc. in Business Administration with First Class Honours, focusing on Business Management, Finance, Marketing, and Organisational Practices.
- Developed strong Communication, Leadership, and Problem-Solving skills.

UNIVERSITY OF IBADAN

Ibadan, Nigeria
2016

B.sc Physiology

Studied human body systems, health sciences, and biological processes, with practical experience in scientific analysis, research methods, and laboratory techniques.