




MATAS SALTIS

SALES AND ACCOUNT MANAGEMENT PROFESSIONAL

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to quickly learn new processes and procedures. I bring my dedication, enthusiasm and excellent customer service skills to any organisation

CONTACT

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 /matt-saltis

EDUCATION

Barking & Dagenham College
Level 3 BTEC Diploma in Art &
Design

Jonava Jeronimo Ralio
Gymnasium, Lithuania
Maturity Certificate

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

The High Street Group - Account Manager

OCT 2018 - APR 2019

- My main focus was to qualify and brief new agents/ brokers/ IFA's/ investment banks about different products we were offering, starting from real estate to financial instruments.
- Built data base using CRM, sent out agreements, acted as a go-to person for account management queries internally.
- Ensured information submitted on CRM was accurate, up-to-date and if required pushed back to the agents requesting additional/missing information to be provided before sale can be closed.
- Supported business expansion and growth in countries like China, Hong Kong and Singapore and engaging in deal closing discussions with potential and new investors.
- When required, planned, hosted and engaged in day activities with visiting large international clients.

LANGUAGES

LITHUANIAN
Native

RUSSIAN
Conversation level

TECHNICAL SKILLS

MS Office package
CRM
InDesign Adobe
Apple Pages
Search engines

INTERESTS

Travelling
Cars
Books
Various sports
Meeting new people
Exploring new ideas
Business
Finance
Investment
Law

WORK EXPERIENCE

GU20 Portfolio - Assistant Property Developer

JUN 2009 - OCT 2018

- My day-to-day activities involved working with clients and contractors, introducing and briefing potential buyers to a vast array of bespoke concept designs and development projects or from company's portfolio,
- Developed and maintained positive working relationships with new clients and provided aftercare to ensure excellent customer satisfaction. Ensured business is adequately represented.
- Researched properties' market, inspected sites/plots and properties before commencing any development works.
- Performed routine checks on the market for property prices as well any new developments in world markets, worked on property valuations with colleagues and carried out inspections to the buildings for price and value assessments.
- Overseen the maintenance control of largest mansion style properties to ensure these are well looked after, ensured maintenance contracts are kept in order and are up-to-date
- Overseen and managed business relationships with 15- 50 contractors
- Participated in property acquisition negotiations and supported senior management with required paperwork completion.

Re/Max - Property Consultant

JAN 2016 - NOV 2017

- Interviewed clients to determine what kinds of properties they are seeking.
- Prepared documents such as contracts, purchase and lease agreements as and when required.
- Coordinated property closings, overseen the signing of documents.
- Acted as intermediary in negotiations between buyers and sellers, generally representing one or the other or both.
- Planned other daily tasks as such sending follow up emails, arranging meetings with prospects and property developers, used networking tools such as LinkedIn.
- Used CRM to manage and upload prospect details and to carry out mailing campaigns.