

# W A S E E M   A B B A S

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**Address:** England Cluster Building Y08 Apartment # 216 International City Dubai UAE.



## Objective

My aim is to work in a competitive, broad, inventive and pleasant environment, where I will make the most of my experience, comprehension, ideas and enthusiasm to develop my skills and advance my professional growth. An Intelligent, well presented & adaptable graduate, with solid qualifications & a comprehensive skillset, underpinned by work experience in environment demanding self motivated and a focused

## Work Experience

### MRK Real Estate Broker Dubai (UAE)

working as property consultant and Land Broker Since 03 March 2019 to onward

## HIGHLIGHTS

- Consult with clients on how to sell their home quickly and for a good value
- Take clients on home tours and attend open houses
- Advise clients throughout the negotiation process to help them get maximum value for their home
- Study local real estate community and be knowledgeable on current home sales
- Advertise realtor services to the local community through marketing materials and networking
- Maintain and update listings of available properties
- Obtain and maintain exclusive listings
- Answer questions about contracts and terms of sale
- Appraise properties using local comparisons to determine fair market price.
- Provide financial information and analytical data to the potential buyer or seller.
- Create and cultivate relationships with buyers and sellers for future purchases and transactions.
- Act as an intermediary in negotiations between buyers and sellers over property prices and settlement details, and during the closing of sales.
- Work with loan officers, attorneys, and agencies to complete purchase.
- Seek out acquisition targets and grow book of leads.
- Facilitate acquisition transactions.

## **Shaheen Pak Technical and Cleaning Services LLC Dubai, (UAE )**

Building Maintenance Supervisor, November 2016 to 02 Feb 2019

### **HIGHLIGHTS**

- Manage day to day requirements of property
- Inspect property for damages or maintenance requirements, schedule maintenance improvement.
- Carry out emergency repair as required
- Maintain a positive working relationship with customers, identify communicate and resolve concerns with on-site contact
- Monitored and maintained records of employees' work hours, overtime and compensatory time.
- Maintained inventory of supplies and equipment; ordered materials and supplies and delivered supplies and equipment to job site.
- Inspected buildings, Apartments and Villas equipment and grounds to determine conditions and to insure adherence with state and local regulations.
- Inspected and approved completed work, trained and instructed workers in equipment operations.
- Planned and organized building facilities projects for maintenance.
- Developed preliminary time and material cost estimates on proposed projects.
- Reviewed and recommended acceptance for equipment and supplies related to Building Facilities work
- Inspected on sites as per complaints which are received for the client's,
- Manage technical team on emergency complaints
- Most important job is as site inspector visit on apartments, villas and offices on the time of move in and move out and prepare the all maintenance sheet with wear and tear maintenance cost from the tenants and owner side.
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### **S k i l l s**

- Proficient in Microsoft Office, i.e. MS Excel, MS Word, MS PowerPoint and MS Access
- Able to work independently with a strong work ethic
- Professional and personable demeanor
- Excellent written and verbal communication skills
- Ability to multi-task, prioritize and take initiative to meet goals
- Capable of working with a team
- Comfortable networking and meeting new people in order to develop a client base
- Previous sales Experience with strong desire to succeed.

## Education

- 2009 | Diploma of Associate Engineering in Electrical Education Lahore) ( Punjab Board of Technical
- 2006| Matriculation (Multan Board of Intermediate )

## Other Technical Skills

- Driving license Dubai United Arab Emirates

## Languages

- English Read Write Speak
- Urdu / Hindi Read Write Speak
- Arabic Speak

## Personal Particulars

Date of Birth	15 October 1990
Nationality	Pakistani
Martial Status	Married
Resident	Dubai, UAE

## Reference

Available upon request.