

HASNAIN SHEKHA

France Cluster International City, Dubai.

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Work History

Sales Executive - Platinum Heights Real Estate (Dubai) 2020 - Now

- Communicate with clients to determine what kind of properties they are seeking
- Maintain regular contact with developers, investors, and owners to find new opportunities and assess existing ones via calls, emails, letters, etc.
- Attend property viewings with prospective clients / Follow up with leads
- Research potential business to secure property which are for sale
- Source property inventories from property owners.
- Arranging marketing material of the properties.
- Attend property-related events such as exhibitions, property launches, etc

Admin – Platinum Heights Real Estate (Dubai) 2018 - Now

- Answering incoming calls taking messages and re-directing calls
- Dealing with email enquiries
- Filing, Data entry (sales figures, property listings etc.)
- Maintaining the company social media accounts
- Providing administration support to Sales Reps, Property Managers and Senior Management

Warehouse Incharge – Al Malik Textile (Dubai) 2017- 2018

- Issue Report of inventory, consumption, in or out status
- manpower status report to logistics manager.
- Organizing, planning and controlling of warehouse' overall functions.
- Keeping track on deliveries time to time

Marketing Executive - Kalyan Jewellers (Gondal, India) - 2016

- Planning, developing and implementing effective marketing communication campaigns
- Writing copy for all marketing collateral, including brochures, and letters
- Understanding the product and customer profile and write thorough specs for each
- Undertaking detailed ongoing analysis of marketing campaigns to ensure targets are met

Education

B.com Saurashtra University (Rajkot, India) 2015 – 2016

Under graduate - Completed upto Second Year

Higher Education (Gujarat Board of Higher Secondary Education) 2015

42.00%, Commerce Stream

Objectives

Result driven Sales professional looking for opportunity to identify potential sales targets and grow sales base; coming with influence and negotiation skills, and guaranteed success in business-to-business sales, and long-term customer relationship.

Skills

- MS Office
- Basic Accounting
- Email Communication
- IT Skills
- Team Player
- Creative

Languages

- English
- Hindi
- Gujarati

Visa Status

Employment Visa Valid

Till: 17/09/2022

Personal Info

Date of Birth: 15th May 1997

Sex: Male

Nationality: Indian

Religion: Islam

Marital Status: Married

Passport no: P8533490

BRN: 48162

RERA Certificate:

CB-01-131220-148201