Zeeshan Khan

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| **INFO**  **Address**  Apt# HC-2, Gardens Tower, Al Taawun, Sharjah, UAE.  **Email address**  Zeerayan657@gmail.com  **Phone**   +971-501420087  **Personal Info** Marital Status: Married Date of Birth: 09-11-1982  Place of Birth: Karachi Nationality: Pakistan Religion: Muslim  Visa: Employment  Valid UAE Driving license  With own car  **Languages:** English Fluent Urdu : Fluent  **Education:**  Graduate : Bachelor’s Degree  University of Karachi.  Higher Secondary Certificate Board of Intermediate Education Karachi. Secondary School Certificate Board of Secondary Education Karachi , Pakistan. | **Competency Summary** |
| ***Summary:***  Experienced Real Estate Consultant who is proficient in commercial as well as residential properties. Adept as developing comprehensive property sales marketing plans developing marketing materials and training real estate sales professionals. Specialize in large-scale commercial property and high-end residential properties. |
| **Professional Experience**  **Senior Property Consultant (Mar 2018 – Up to Date)** |
| **Hope Light Real Estate Brokerage LLC**  **Al Barsha Business Point, Al Barsha, Dubai UAE**   Provided home buyers with a helpful and exciting experience by showing homes that fit their needs, and informing them of all benefits, products and possibilities.   Displayed superior talent in effectively communicating with sellers, buyers, banks and mortgage lenders.   Advised and informed prospective clients on current market activities/condition and the negotiation process of real estate transactions.   Worked under stringent time constraints, always exceeding deadlines and goals.   Participated in Open Houses in the local market to sell properties.   Gathered client's confidential information to help facilitate the buying and selling process.   Gathered client's confidential information to help facilitate the buying and selling process.   Generated lists of properties compatible with buyer requests and needs.   Advertising properties through a variety of marketing techniques.   Evaluating the clients’ desires and economic capabilities to discover the appropriate suggestion  **Property Consultant**  **Azizi Developments LLC (Sep 2017 – Feb 2018)**  *Conrad Tower,SZR, Dubai UAE*   Excelled in client development, public relations, customer follow-up.   Worked with national buyers and local owners to meet sales goals and company expectations.   Networked with real estate agents, freelancer, and advertisement on social media to obtain and recruit new referrals.   Worked under stringent time constraints, always exceeding deadlines and goals.   Participated in Open Houses in the local market to sell properties.   Give client’s recommendations and advice on appropriate property investments to make.   Weekly contact with all customers to build a strong relationship and generate sales activity.   Prepare and present business proposals to convince clients and secure a consulting deal.   Advertising properties through a variety of marketing techniques.   Evaluating the clients’ desires and economic capabilities to discover the appropriate suggestions.  **Cosmopolitan Real Estate Brokers**  *Business Bay, Dubai UAE* |
| ***Sales and leasing consultant (Aug 2015 – Aug 2017)*** |
|  Provided home buyers with a helpful and exciting experience by showing homes that fit their needs, and informing them of all benefits, products and possibilities.   Displayed superior talent in effectively communicating with sellers, buyers, banks and mortgage lenders.   Advised and informed prospective clients on current market activities/condition and the negotiation process of real estate transactions.   Worked under stringent time constraints, always exceeding deadlines and goals.   Participated in Open Houses in the local market to sell properties.   Gathered client's confidential information to help facilitate the buying and selling process.   Gathered client's confidential information to help facilitate the buying and selling process.   Generated lists of properties compatible with buyer requests and needs.   Advertising properties through a variety of marketing techniques.   Evaluating the clients’ desires and economic capabilities to discover the appropriate suggestion |

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| **Personal Skills:**   * Excellent verbal/written communication skills. * Proficient in MS Office (word,excel,powerpoint) * Multi Tasking * Self Motivated   **Academics:**   * Inter in lntermediate Board. * Matric in Sindh Board.   - Rera Certified | **Spinzer Restaurant LLC**  *Al Barsha, Dubai UAE* |
| **Restaurant Manager + (PRO) (Jan 2011 – Mar 2014)** |
|  Submit and ensure the processing of all types of applications and paperwork to the local government bodies, including but not limited to visit visas, employment or residence visas, car registrations, Trade License, labor permits, export license, economic license, foreign license, etc.   Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.   Proactively manage the timely renewal of all Employment Visas and Labor Permits, and company related licenses;   Assist employees in the process of renewing visas for their immediate dependents.   Assist all sponsored staff and their dependents in the medical check process.   Manage the visa checklist as when the rules on visa/labour changes.   Assist the company and the employees with visa arrangements in Embassies.   To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.  **Pepsi CO**  *Karachi, Pakistan*  **Production House QC (June 2008 – Aug. 2010)**   Stock checking and quality.   Managing daily production.   Sending all the daily orders in the market.   Responsibility to achieve daily production.  **Bank Al Falah LTD Pakistan**  *Karachi, Pakistan* |
| **Team Manager–Consumer (Aug 2003 - April 2008)** |
|  Responsible to achieve sales targets for auto loans and credit cards.   Managed a team of eleven sales executives, set target markets and allocate individual target.   Review daily call reports and develop market strategies to achieve sales target and promote our products.   Screening /reviewing credit cards applications for approvals. Provide own recommendations for onward approval of departmental Head.   Recruit sales executives and training them to maintain high customer service standards.  **Standard Chartered Bank LTD Pakistan**  *Karachi, Pakistan*  **Relationship Officer (Jan 2002 – July 2003)**   Achieve allocated sales target.   Develop strong and long term relationship with customer.   Responding to the queries in a sophisticated manner.   Respond to customer service in the branch  **KEY COMPETENCIES:**   * Proven initiative and ability to work with minimal supervision. * Good team player and multi-tasking capabilities. * Strong verbal and personal communication skills. * Highly organized and efficient. Able to prioritize and handle multiple tasks. * Fast learner and dedicated in delivering team success.   *REFERENCES AVAILABLE UPON REQUEST* |