



# SAEED NAZIR AHMED

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*Service-oriented Leasing Executive with years of experience in leveraging strong customer service skills, who understands the importance of good consumer relations and organizational growth and profit. Knowledgeable and compliant with values of compassion, dignity, excellence, integrity, and team philosophy.*

## Personal Information

Date of Birth : 16<sup>th</sup> November, 1984

Marital Status : Single

Nationality : Bangladesh

UAE Driving License

## Language

Arabic, English, Hindi, Tagalog and Bengali

## Experience

LEASING EXECUTIVE - EZYTRAC PROPERTY MANAGEMENT LLC, DUBAI  
(JUNE 2020 – PRESENT)

- Oversees all aspects of leasing management.
- Maintain records on all of available and leased properties.
- Develop and follow-up with agents for potential properties for lease.
- Negotiate leasing terms and offers with Landlords.
- Presenting vacant units to agents and Coordinate with property viewings and transactions.
- Oversee the designation of leasing agents to appropriate territories
- Work closely with marketing department to create listings, and update available properties through real estate portals (e.g. Bayut, Property Finder and Dubizzle.)

GOVERNMENT OFFICER - AL ABNAA REAL ESTATE, DUBAI  
(JUNE 2017 – JUNE 2020)

- Special in charge of Consulates and New, Renewal of Trade Licenses and other Legal papers that concerns the legality of the Company.
- Update and maintain database for employee's visa information eg. Visa expiry dates, passport expiry dates etc.

## Skills

Microsoft Office Application (MS Outlook, MS Word, MS Excel, & MS PowerPoint) and Internet applications

## Academic

Skyline University College – Sharjah  
(2003)

MBA (Under Graduate (First Year)

- Preparing the All forms and documents for the Immigration and other govt. departments and submitting the documents to concerned Government unit.
- Maintaining close relationship with the legal authorities
- Accommodate new hire employees from the airport in order for them to have a smooth visa entry processing once they enter UAE.
- Undertaking associated general administration including correspondence, the preparation of reports etc.

### CUSTOMER CARE EXECUTIVE - NSHAMA DEVELOPMENT - DUBAI, UAE

*(September 2015 – MARCH 2017)*

- The initial point of contact for all customer inquiries either by phone or by email.
- Processing all relevant information to Customer Care Manager to finalize all after sales inquiries or Customer Care Report.
- Responsible for receiving, investigating and responding to all customer inquiries after sales.
- Take responsibility for managing customer care inquiries and complaints.
- Record and summarize results of CCR's daily so accurate weekly and monthly reports can be compiled and submitted to the management
- Follow up on complaints, investigate and write initial response letters to customer complaints, and providing feedbacks to relevant staffs to ensure action is taken and quality is improved.

### CARE COORDINATOR - MOBILE DOCTORS 24/7 INTL - DUBAI, UAE

*(December 2012- August 2015)*

- Responsible for all data input relevant to post in the (EMR CERNER) system.
- Collaborating and coordinating caller needs with the call center physicians and members of Mobile Doctors team to assure caller's needs are addressed, documented and communicated.
- Providing interventions and actions to facilitate access to care and carry out physician orders including scheduling of follow-up appointments, referrals to emergency department (ED) or urgent care, referrals to payer or medical group and referrals to community services.
- Confirming member eligibility and benefits and looking up utilization history by interacting with client data system.
- Working with the Mobile Doctors team to enhance customer satisfaction as directed Translating Arabic medical calls to English physicians when required.

PUBLIC RELATIONS OFFICER AT GRAND BELLE VUE  
HOTEL - DUBAI, UAE

*(June 2009 – March 2011)*

- Preparing the All forms and documents for the Immigration and other govt. departments and submitting the documents to concerned Government unit.
- Special in charge of Consulates and New, Renewal of Trade Licenses and other Legal papers that concerns the legality of the Company.
- Maintaining close relationship with the legal authorities
- Update and maintain database for employee's visa information eg. Visa expiry dates, passport expiry dates etc.
- Accommodate new hire employees from the airport in order for them to have a smooth visa entry processing once they enter UAE.
- Well Knowledge of Tecom (Dubai Technology & Free Zone Authority) Process.
- Undertaking associated general administration including correspondence, the preparation of reports etc.

ADMINISTRATIVE IN CHARGE AT ADVACOMM  
ASSOCIATES - SHARJAH U.A.E

*(May 2007 - April 2009)*

- Preparing the All forms and documents for the Immigration and other govt. departments and submitting the documents to concerned Government unit.
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