



# ABID MEHMOOD

Senior Property Consultant Cum Marketing Executive



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Dubai, UAE



Nationality: Pakistan



Date of Birth: 19 June 1990



UAE Driving License



Own Car



RERA Certified

## SKILLS



### Portals

- CRM
- Prop Space
- Dubizzle
- Property Finder, Bayut

## EDUCATION

### Graduation in Political Science

Punjab University, Pakistan

### A' LEVEL

Federal Board Islamabad, Pakistan

## ABOUT ME

*Experienced as Senior Sales Executive Cum Operation Controller Position & RERA Administrator with a demonstrated history of working in the Real Estate Development & real estate management. Highly Skilled in Administrative and Real Estate management Activates.*

## CAREER PROGRESSION

### EXPERIENCE - 11 YEAR

DUBAI UAE – March 2011 to Till Date

#### **Real Estate Management**

*Managed 20 Buildings in Dubai, Handling New Clients and Renewals, : (Bin Ghalita Real Estate investments est.)*

*From: 01 March 2017 to August 2019.*

Providing and managing Customer support and all financial activities like Maintenance , Solving Complains, Payments Collection at Management office of Bur Dubai, mina road Dubai 20 buildings and 34 Villas

#### **Admin Cum Payments Collection**

*Handling Complains, Arranging Persons For Maintenance work, Air Conditions Regularly Service Arrangements, Payments Collection From New And Pervious Tenants.*

#### **Senior Property Consultant**

*Sales and Leasing Properties in Dubai, United Arab Emirates*

*Specially Work On Leasing Villas in GCC Areas; Al Barsha , Al quoz ,Umm Sequim ,Nad al Sheba*

#### **MAG Developer & Handling investors**

*Worked With MAG Developer on Off Plan And Ready Projects, Educate the Rule of Dubai to Foreign Investors.*

#### **Knowledge of Portals and Advertising of Properties**

*I have knowledge to Advertise Properties On Broker Pad ,CRM Etc.*

# THINGS | KNOW BEST

Real Estate Management	Marketing	Security	Maintenance Costing	Arranging Workers	Finalization
	Complains handling	cctv Cameras	Ac Service	Payments Collections	Renewals
Sales Executive	Advertising Properties	Arranging Viewings	Mortgage, leasing	Negotiation	Preparing Tenancy Contract
	Off Plan	RERA Rules	NOC	Transfer Property	CRM
HR / Admin	Govt Laws	Making Receipts	Ministry of Labor	Immigration	Visa Process

## RESPONSIBILITIES & SPECIFIC DUTIES

### MAG GROUP HOLDING : (KINGDOM PROPERTIES) 2019 TO PRESENT

- Worked on OffPlan Properties with MAG Group Holding.
- Sales And Leased Properties in Company Listing And Other Exclusive Projects(MBL JLT).
- Mortgage finance arrangement with Banks after getting necessary approvals from Dubai Land Department
- Follow up with development and marketing team .
- Responsible for installment follow up as per Payment plan of project
- To be ensure for handing over the property to clients on time with clear snag.

### (Bin Ghalita Real Estate investments Est. Management)

**2017 To 2019**

- Maintain overall Property Details and maintenance Of Company Properties ( 20 Buildings + 34 Villas )
- Handling junior and subordinate staff, recruiting, training and motivating them to perform.
- Maintain of Register of Fixed Assets, Addition, Deletion, Disposal, Transfer.
- Advised clients and educate them about the real estate laws of Dubai.
- Preparing quarterly financial and submitting Reports about Rental Cheques ,Ac Service And Other Maintenance work.
- Coordinated with Team to Finish All Maintenance work on time.
- Responsible for Collection and Clients receipts as per Company policy for Rental Properties.

### THREE SIXTY ELTIZAM REMAX REAL ESTATE MANAGEMENT:

- Handling junior and subordinate staff, recruiting, training and motivating them to perform.
- Maintain of Register of Fixed Assets, Addition, Deletion, Disposal, Transfer.
- Advised clients and educate them about the real estate laws of Dubai.
- Preparing quarterly financial and submitting Reports about Rental Cheques ,Ac Service And Other Maintenance work.
- Coordinated with Team to Finish All Maintenance work on time.
- Responsible for Collection and Clients receipts as per Company policy for Rental Properties.
- Assist homeowners with service charge budgets concerns, individual statements of accounts and other real & personal property-related matters. By phone calls & emails to ensure all association and service charge related concern.
- Coordinated with Team to issue invoice from Mollak on time.

### ABRA REAL ESTATE :

- Sales and leased properties in Freehold and Non-Freehold areas.

### AL SHALAL PURE DRINKING WATER

**2011 TO 2014**

Worked as a Sales Executive, I have knowledge All Kind of Food and Beverage Products.

**Languages: English, Urdu, Hindi, Punjabi**

References are available upon request