

Muzaffar Fareed

Al Barsha South, Dubai, United Arab Emirates
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Personal statement

A highly self-motivated and driven sales consultant with experience, I keep my objective as to produce excellence, and strengthen organization through utilizing my superior knowledge, negotiation and selling abilities in the business. Currently seeking a new position as a sales executive for a wellknown and respected company. A highly organised and efficient individual, who's thorough and precise approach to objectives has yielded excellent results. Currently based in Dubai within the Real Estate Industry

PROFESSIONAL SKILLS DESCRIPTION:

- Accounting/ Bookkeeping
- Accounts Receivables and Payables Management.
- Office Management and Administrative functions.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Perform data entry and document scanning, Open, sort and distribute incoming correspondence
- Assist in resolving any administrative problems
- Answer calls from customers regarding their inquiries
- Schedule and coordinate meetings, appointments and travel arrangements for Managers

Employment History

Real Estate Agent, Country Home Real Estate, Dubai, United Arab Emirates

(Feb 2019 – Present)

Real Estate Agent, Spot light Real Estate, Dubai, United Arab Emirates

(Jan2013– Feb 2019)

Running own real estate business in Pakistan for 5 years

(2009 – Jan 2013)

Education

(September 2007 – June 2013)

- MS in Project Management
- Master in Business Administration (MBA)
- Federal Urdu University (FUUAST) Islamabad - Pakistan

- Graduation in Commerce
- B.COM
- Punjab University Lahore – Pakistan

Key Skills / Certification:

- Certification of Campus Brand Ambassador of Federal Urdu University for One Year with Entrepreneurship Development Institute
- Certification of participation of All Pakistan Start up EXPO 2015 from EDI.
- Worked with ALMS 360 (Private NGO)
- Sound knowledge of Microsoft Office all versions, esp. Microsoft Word, Excel & Power Point.
- Certification of organizing PTA meeting held in Punjab Commerce College.
- Certification of 1st positions in one act plays & sports competitions at school level.
- Certification of 1st position in debate competition held at school level.
- Certification of participation of Achieving Excellence in an Upside-down world from FUUAST.
- Operating Systems Window 2000, XP, Vista, Seven, 8, 10. Internet, Email & Web Browsing •
Excellent communication and networking skills
- Working in Detail
- Multitasking
- Flexibility • Deadline-Oriented • Positive attitude.
- Good Reporting Skills
- Work Planning & Time Management
- Continuous learning & development
- Good at developing new skills, abilities & knowledge
- Adaptive to culture and values of organization

Personal Information

Father's Name: Muhammad Khursheed Ahmed Khan

Marital Status: Single

Language: English, Urdu, Hindi, Arabic

References

References are available upon request from previous employers