



BASIT HAMEED

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Dedicated Professional with more than Five (5) years of experience in Real Estate. Marketing Coordinators Support their department's daily operations. Duties include developing projects to meet marketing goals and promote products and events. To secure a position rooted in customer service where my marketing skills and diligent follow-up practices will maximize company profitability.

Education

The Islamia University of Bahawalpur, Pakistan.

- **Master of Commerce (Marketing)** (2011)
- **Bachelor of Commerce** (2009)



Experience

Footprint Real Estate – Dubai (From Aug 2018 to Feb 2021)

Property Advisor

Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent buyer.

- Assisting clients to make sound property-purchasing decisions.
- Finding clients in need of consultancy services through cold-calling, advertising, and business presentations.
- Analyzing market trends and demographics to identify the most sought-after and profitable areas.
- Consulting with clients to identify their needs, preferences, and financial concerns.
- Maintaining an extensive database of all properties for sale and rent.
- Developing strategies to increase the value of properties for clients looking to sell.
- Communicating with legal counsel to prepare sale and lease documents.

Property Avenues (Asteco) — DUBAI, U.A.E (Feb 2017 to Aug 2018)

Property Consultant

- Act as an intermediary in negotiations between buyers and sellers, tenant and landlord generally representing one or the other
- Accomplishes brokerage mission by completing related results as needed. Skills/Qualifications: Understanding the Customer, Prospecting Skills, People Skills, Problem Solving, Motivation for Sales, Territory Management, Legal Compliance, Independence, Professionalism, Meeting Sales Goals, Negotiation
- Compare a property with similar properties that have recently rented and sold to determine its competitive market price
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters. Determine clients' needs and financial abilities to propose solutions that suit them

- Maintain and update listings of available properties
- Updates job knowledge by studying listings; visiting properties; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional and community organizations

AL HILAL MARKETING — DUBAI, U.A.E (Feb 2016 to May 2017)

Sales Executive

To generate the more business and clients for the company. By the soft calling and by the single visit. Build the long term relationship with client.

- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments.
- Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed
- A competitive sales professional with a winning attitude and a strong work ethic who wants to be part of a growing team.
- A results-focused outside sales professional with strong time management and organizational skills, able to make quality presentations for increased sales results.

Certificate

COMPUTER COURSE OF APPLICATION (Microsoft office & Internet) PBTE Board

ACCOUNTING SOFTWARES (ERP, SAP FICO, SAGE, QuickBooks, Tally, etc.)

Career Related Skills

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|--------------------------------------|-----------------------------------------|
| ● High level Accuracy | ● Record Keeping |
| ● Strong Work Ethics & Team Dynamics | ● Answer Client questions |
| ● Cross Selling of Services | ● Efficient Planning & Execution Skills |
| ● Customer Service & Relationship | ● Result-driven Work Approach |

LANGUAGE PROFICIENCY:

- English
- Urdu/Hindi

Personal Information:

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|-------------------|-------------------------------------|
| • Father's Name | : Abdul Hameed Shamim |
| • Religion | : Islam |
| • Nationality | : Pakistani |
| • Marital Status | : Married |
| • Driving License | : Having UAE Valid Driving License. |

References:

Will provide on demand.