

# Muhammad Sajjad

## Real Estate Sales and Management

**Country:** United Arab Emirates

**City:** Dubai

**Phone Number:** +971563430425

**Nationality:** Pakistani

**Address:** Al- Qusais 2, Dubai

**Email:** m.sajjad888@gmail.com

Valid UAE Driving License



## Objective

To work in a dynamic environment that provides me a wide spectrum of experience and exposure in real estate sales and Management /Administration. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency. Master of Business Administration. 08 years' experience in the field of real estate sales and Operation Management. Floor Management in Retail Super Markets and Administration. Working at PACT (Property Management), Visual Enterprise, Inventory Management system (IMS). Multi-tasking organized with high ability of logical judgment. Committed to excellence and possess an ability to drive efficiency and financial performance. Possess an ability to work under pressure in a fast-paced, time-sensitive environment. Flexible and can easily adapt the environment of the organization. Highly motivated and driven with strong desire to continuously grow both personally and professionally.

## Education

2010 - 2012

**University of Engineering and Technology Taxila**

Taxila, Pakistan  
MBA-FINANCE

| MBA-FINANCE

2008 - 2006

**University of the Punjab Lahore, Pakistan**

Lahore  
B.com

| B.com

## Work Experience

DUBAI- 2013 - 2021

**Sajaya Real Estate**

**Real Estate Sales and Management Officer**

Running the marketing campaign of property projects on social media as well as on renowned property portals such as bayut and property Finder.

Sale of off plan projects and ready properties.

Having extensive knowledge of Dubai Government's online portals i.e. Ejari, Oqood, DMCG, DEWA, Trakheesi, Municipality and Dubai Development Authority.

Possess an in-depth understanding of all the RERA laws, land departments and other UAE legal regulations.

Ensure timely collections of all rent receipts through the preparation and distribution of delinquency reports.

Maintaining a calendar of scheduled move-ins, ensuring all move-in appointments are completed and all apartments inspected and compliant with established standards prior to move-in.

Initiating all necessary evictions by preparing copies and forwarding all appropriate paperwork for legal evictions or another legal proceeding; ensure all evictions and legal proceeding are followed through to completion

Conduct resident move-outs in accordance with state law and company standards.

Ensure timely collections of all rent receipts through the preparation and distribution of delinquency reports to the Property Manager.

Assisting and ensure all customer complaints are handled promptly and appropriately.

Oversee and direct efforts to maximize rental income and high occupancy through sales and marketing plans.

Other tasks or duties as assigned by Property Manager.

Preparation of Tenancy Contracts and Ejari.

Responsible for assuring in the operation of multiple departments. Also expected to perform additional job-related responsibilities and duties throughout the facility as assigned and/or necessary.

Communicate with (orto) individuals or groups verbally and/or in writing.

Competitors visit and prepare action plans against their prices.

Maintain quality and safety standards in the area of responsibility by ensuring associates are trained on logistics and company policies, standards, and procedures; monitoring associate compliance to policies and procedures; disturbing and maintaining procedures and supporting documentation.

Supervise and develop associates and leaders in the area of responsibility by assigning duties and coordinating workloads, monitoring performances and providing feedback; teaching, supporting and modeling logistics and company policies and procedures; identifying training and development needs; and participating in the hiring, promotion, coaching, teaching and evaluation of associates and leaders.

Monitor and manage the productivity of area of responsibility by preparing, reviewing, and/or analyzing business reports.

Identify associates, customers, and/or supplier concerns by listening, consulting with others when needed to determine corrective action to take, or make recommendations in order to resolve.

Implement the business plan for area of responsibility by communicating goals and managing staffing and scheduling, assigning duties and coordinating workloads in order to achieve facility goals.

## ■ Language Skills

---

- English
- Arabic Beginner
- Hindi
- Urdu
- Punjabi

## ■ Technical Skills

---

- Pact
- Peachtree
- SQL and Oracle
- Enterprise Information portal
- MS Office complete suit
- Internet and Email

## THE NAMES OF THE REFERENCES SHALL BE MADE AVAILABLE UPON REQUEST

---

I do hereby acknowledge & declare that the above said particulars are true and correct to the best of my knowledge. Testimonials, Certificates and other documents shall be produced on demand.