

CURRICULUM VITAE

FAHAD KHAN

Sales Executive

**Father Name**

Muhammed Rafi Bhatti

Date of Birth

12/12/1990 Born in Dubai U.A.E

Address

International City, France Cluster,
Dubai

Nationality

Pakistani

Visa Status

Employment Visa

CONTACT

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HOBBIES

News
Documentaries
Cricket
Boxing
Football
Gym

PROFILE & OBJECTIVE GOAL

I have proven to be academically capable as well as being able to adapt to any working environment. I am a confident, determined, self-motivated individual having the ability to deliver to very tight deadlines. I am looking for long-term employment with reputed and growing organization. I have shown flexibility that includes taking charge of a large team and major internal projects as well as having the skills, willingness and capability to familiarize myself with software packages in a short period of time. I am in a position to formulate, develop and implement my hard work, strategy and knowledge on to any organization ready to take up any challenge ahead of me.

EDUCATION**University of the Punjab | Lahore**

Punjab College of Commerce, Muslim Town, Lahore
B.Com September/27/2013

Board of Intermediate & Secondary Education | Lahore

Govt. College of Science, Wahdat Road, Lahore ICS
September/10/2011

Board of Intermediate & Secondary Education | Lahore

Govt. Pilot Secondary School, Wahdat Colony, Lahore Matric
August /01/ 2009

PERSONAL INFORMATION

- Self-motivated, sincere, responsible and committed
- Good interpersonal and team work skills
- Ability to work under pressure with time bound performance
- Flexible and easy adaptability to situations
- Good communication and analytical skills

WORK EXPERIENCE

Al Hammadi Beyot Real Estate – Dubai – Sales Executive

09/07/2017 to 2021 – Ongoing

- Oversee the promotion of property sales on advertisement media and listing services
- Meet with prospects and clients interested in properties to offer them real estate deals
- Communicate with clients to identify their requirements and choice of property
- Oversee the preparation and approval of documents such as purchase agreements, and lease contracts
- Coordinate the closing of property deals to ensure vital documents are signed and payment received
- Oversee arrangements to give prospective buyers the view of a property before closing deals
- Act as intermediaries liaising between property sellers and prospective buyers to facilitate property deals
- Conduct the inspection of a property to ensure the terms and conditions of sales are met before closing sales deals
- Provide periodic reports to company management on sales operations and generated returns using CRM systems
- Conduct surveys to identify price of competing properties on the housing market
- Proffer recommendations to buyers and refer them to property consultants who provide legal and mortgage services
- Ensure compliance with housing laws and policies when conducting property deals
- Monitor the property market to identify individuals with interest in property to convince them and secure a brokering deal
- Maintain contact with clients to have opening to discuss future business prospects
- Participate in seminars, conferences, and events to improve on existing job knowledge and expand personal network.

Carrefour – Majid al Futtaim - Lahore – Assistant Manager

09/07/2015 – 09/07/2017 | 2 Years

- Carrefour brand communication strategy implementation and planning, while ensuring the alignment from key leaders and internal clients.
- Execution of the plans, evaluates their success and report results
- Developing and maintaining communications content and collateral e.g. narrative, messages, profiles, fact sheets etc.
- An integrated 360-degree communication agenda to strategically position the Carrefour brand in the UAE, create desired awareness and generate user advocacy
- Conduct Carrefour's consumer communications across all channels through a multi-platform integrated model by in engaging with in-market social media and brand teams
- Supporting (senior) communications manager in ensuring adherence of Carrefour UAE communication plans with the communications strategy, plan, guidelines, policies & processes of Majid Al Futtaim
- Speedy and effective handling of issue and crisis situations in alignment with Retail and Holding Corporate Communications directives

WORK EXPERIENCE

Clair's Multinational Brand – Lahore – Branch Manager

08/07/2014 – 08/07/2015 | 1 Year

- Driving and achieving retail store targets
- Preparing daily sales & expense sheets
- Delivering the finest level of customer service.
- keeping the store running smoothly
- Ensuring your store is well merchandised and commercially correct
- Assisting Store Assistant Manager in training and coaching the store team to enhance their skills and career development

(PMI) Phillip Morris International – Lahore – Brand Ambassador

08/07/2013 – 08/07/2014 | 1 Year

- Dealing with customers face to face
- Promoting PMI brand promotions
- Achieving targets assigned by team-leader
- Preparing sales sheets weekly
- Provide accurate information about the product
- Daily sales report and relaying information to manager
- To reach sales target

PTCL Pakistan Telecommunication Private limited - Lahore - Operations Supervisor

08/07/2012 – 08/07/2013 | 1 Year

- To co-ordinate with customer support & Sales report
- Meet with prospects and clients interested in properties to offer them real estate deals
- Communicate with clients to identify their requirements and choice of property
- To maintain record of clients and owner
- Access Daily Report
- Input Data entry of sales
- cold call to arrange meetings with potential customers to prospect for new property

SKILLS , ABILITY & LEADERSHIP

- Specialist in Dubai Land. Dubai Silicon Oasis
- **Sales Executive**
- **Management**
- **Property estate Experience**
- Contacting existing and new customers to explain the advantages of buying their company's products or services
- Communicating with customers before and after a sale
- Delivering presentations for persuading customers to buy new products or services
- Processing sales transactions and operating the cash register
- Resolving customer complaints and concerns
- Handling customer returns, price changes and discounts
- Maintaining an in-depth understanding of the company's products or services to advise and make suitable recommendations to customers
- Attending conferences to understand industry trends
- Consistently meeting and exceeding targets
- Front end sales
- Back end sales
- Achieving best customer service awards
- Gaining customer attention and interest
- Handling objections positively and professionally
- Motivating new staff
- Working as part of team
- Mentoring skill, coaching new staff side by side
- Analyzing and giving feedback to colleagues
- Understand customers
- Listening skill

COMPUTER SKILLS & ACHIEVEMENTS

- Govt College of Science Lahore
- Diploma in Computer Application
- Fundamental of computer Science
- MS Windows
- Win word
- Excel
- Power Point
- Able to Generate Excel Pivot to compile key company and data report

REFERENCE

CAN BE SUPPLIED IMMEDIATELY IN REQUEST
