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|  | **Name** | **Tayyaba Asif** |
| **Mobile Number** | **(+971) 551215329** |
| **Email ID** | **Tayyaba32@gmail.com** |
| **Date of Birth** | **31st May 1980** |
| **Nationality** | **Pakistan** |
| **Marital Status** | **Single** |

**Turn Around Strategist/P&L Management**

Looking for an exciting opportunity with an ambitious business which strongly believes in delivering inorganic growth & diversity

* Informal assistance such as technical guidance, and/or training to coworkers
* Coordinate and assign tasks to co-workers within a work unit and/or project
* Perform property inspections on a regular basis; make recommendations to maintain and enhance the assigned property portfolio
* Establish and maintain effective working relationships with internal and external customers
* Create marketing program for owned Real Estate working with the brokerage community on a project basis

**Career Summary:**

* 8 years’ experience in Real Estate Sales & leasing
* 3 years’ experience in offplan
* 5 years’ experience in leasing and secondary sales
* Expert in International city, IMPZ, JVT& JLT, SPORTS CITY, SILICON OASIS
* Rental deals for Residential and Commercial were mostly in Jumeirah, Bur Dubai, JLT, DUBAI SILICON OASIS.
* 1 Year promotional sales experience.
* 8 months experience of apparel sales owns personal business in Pakistan for dress designing.
* 8 Years of experience and proven track record in Administration, Business Management, Sales & Services, Customer Service, Marketing and Teaching.
* To learn more and build on my past experience to add a significant value to the organization and people working in it.
* 2 Years’ experience in fashion designing and trends on Eastern and Western clothing lines

**Career Progression:**

* **Mudon Real Estate brokerage – Relationship Manager**
	+ **January 1st 2018 till December 2020**
* **Spring Rose Real Estate – Sales Executive**
	+ February 1st 2015 to December 2017
* **Bizlink Real Estate Broker LLC – Sales Executive**
	+ November 2013 to Jan 2015
* Selling and Marketing Properties for Sale & Penetrate the Market for Rental and Sales Business.
* Fulfill the requirement of Clients.
* Searching for new properties for Rental as well as Sales on daily basis.
* Post Ads on Dubizzle to maximize the Business.
* Meeting with different Brokers to generate more Business.
* Managing the sales process for new prospects, from initial contact through to closure.
* Dealing with customer enquiries face to face, over the phone or via email.
* Contacting prospective customers and discussing their requirements.
* Achieving all revenue targets & objectives in line with the Area Business Plan.
* Working closely with the marketing team to produce any sales collateral required for the target market.
* Developing & maintaining successful business relationships with all prospects.
* Identifying what customer want.
* Planning and organizing the day to ensure all opportunities are maximized.
* Developing a full understanding of the business market place.

Working as a Customer Services Representative

* Relieve management of administrative detail of all projects.
* Using a variety of software packages, such as Microsoft Word, Outlook PowerPoint, Excel, etc. to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
* Devising and maintaining office system, using content management systems to maintain and update websites and internal databases.
* Attracts potential customers by answering product and service questions, suggesting information about other products and services.
* Creating and maintaining customer accounts by recording account information.
* Resolving problems by clarifying the customer’s complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem.
* Recommends potential products or services to management by collecting customer information and analyzing customer needs.
* Contributes to team effort by accomplishing related results as needed

**Academic Qualification:**

Intermediate / College : 1998 – St. Patrick’s College, Karachi – Pakistan.

High School : 1995 – Clifton High School, Karachi – Pakistan.

**Languages:**

English (Fluent), Hindi (Fluent) Urdu (Native)

**Computer Literacy**

* MS OFFICE (MS Word/ Excel/ PowerPoint)
* Diploma in CIT

**Skills:**

* Fast Learner, Energetic and Self Motivated.
* Good Team Management.
* Believes in Punctuality and Regularity.
* Respond effectively to the leadership challenges.
* Excellent negotiation skills.
* Respecting deadlines.
* Ability to thoroughly absorb and pick up new skills on the job
* Maintaining effective relationship with other departments in the company.

**Driving licence UAE**

**RERA certified**

**References: available on request**