



Abdul Nabi

Operations & Customer Relation Manager

A Result driven, committed and articulate with 8 years of experience of sales representative with excellent communication skills and a high level of customer commitment. Multi-skilled with the ability to plan & manage premises of work whilst and maintaining & developing existing and new customer.

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WORK EXPERIENCE

Operation Manager, Sales Officer, Admin, Maintenance Supervisor

Smart Planners Facilities Management - Dubai

September 2018 to - Present, Dubai, UAE

Achievements/Tasks

- Managing and Organizing Sales & CR Team Creating Decision Support reports for Management
- Record keeping / Verification for all active clients Business Development & Clients Meetings
- Assisting the Management in Sales planes and execution
- Renting flats in 48 buildings and full management in charge as management taking care as a maintenance supervisor plus team of watchman's and all the staff. All documentation and contract making.
- Business Development & Clients Meetings

Sales Person

Fair Deal Real Estate Ajman

November 2017 to February 2018

- Set and managed appointments to show homes to prospective clients
- Led Maintenance Team while working in Best Option real estate and solved clients/resident's problems on priority basis.
- Compared recent property sales to current holdings to ensure competitive market price
- Kept up to date on competitive real estate knowledge through attending conventions, reviewing listings and trade journals
- Experienced with legal matters related to the real estate sales process
- Generated lists of properties compatible with buyer requests and needs
- Arranged meetings between buyers and sellers when terms needed to be negotiated
- Assisted in negotiation of terms surrounding purchases
- Prepared formal documents such as purchase agreements, deeds, and leases

Project in charge sales facilities

Best Option Facilities Management LLC. - Ajman

August 2016 to September 2017

- 1504 villas project.
- Renting and selling in secondary market.
- Taking care as an operation in charge.
- Taking care of all the maintenance and staff
- All documentation and contract making.

Sales Person

AL medina real estate - Larkana

April 2014 to June 2016

Key Responsibilities and Achievements

- Set and managed appointments to show homes to prospective clients
- Led Maintenance Team while working in Best Option real estate and solved clients/resident's problems on priority basis.
- Personally, dealt with lenders, home inspectors, pest control operators, escrow companies, and the like to ensure that all terms and conditions of purchase agreement were met before closing
- Compared recent property sales to current holdings to ensure competitive market price
- Helped clients decide between financing options to ensure satisfaction
- Kept up to date on competitive real estate knowledge through attending conventions, reviewing listings and trade journals
- Experienced with legal matters related to the real estate sales process
- Generated lists of properties compatible with buyer requests and needs
- Arranged meetings between buyers and sellers when terms needed to be negotiated
- Accompanied and advised buyers during visits and inspections to ensure satisfaction with value and condition of property

ACADEMICS

MA in Economics (2012)

Shah Abdul Latif University – Khairpur, Pakistan

B.COM (2010)

Shah Abdul Latif University – Khairpur, Pakistan

Skills

OFFICE AUTOMATION

Microsoft Office tool

MS Word, MS Excel, MS PowerPoint (Expert)

Email Client / Outlook

MS Outlook, Gmail, Apple (Expert)

CRM

Full command (Expert)

LANGUAGES

- English

Full Professional Proficiency

- Urdu

Native or Bilingual Proficiency

- Hindi

Full Professional Proficiency

- Arabic

Full Professional Proficiency

- Sindhi

Native or Bilingual Proficiency

SKILL

Communication
Skills

Smart
Appearance

PR Building

Business
Analysis

Team Building

Sales