

HASNEN SHEKHA

France Cluster, International City, Dubai

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WORK EXPERIENCE

Portfolio Manager – Footprint Real Estate (Dubai, UAE) Aug 2021 - Now

- Calling prospect clients, managing relationship with existing clients.
- Following up the leads arranging meeting with clients.
- Understanding demand of the client, Negotiating and moving deal to Complete closure.
- Keeping up to date knowledge about the products in the market.

Sales Executive – Platinum Heights (Dubai, UAE) May 2018 – July 2021

- Communicate with clients understanding the requirements of client and providing options in leasing, primary/secondary market, etc
- Arranging marketing material of the property (photos/videos/docs).
- Attending property events, product briefing of respective developers.
- Arranging maintenance inspection of the property once tenant vacates the premises.
- Calling investors, offering the options to expand the portfolio subject To their interest.

Warehouse Incharge – Al Malik Textile (Dubai, UAE) July 2017 – April 2018

- Issue report of inventory, consumption in or out status
- Organizing, planning and controlling of the warehouse overall functions.
- Keeping track with deliveries time to time.

EDUCATION

B.com – Saurashtra University (Rajkot, Gujarat) 2015

Under Graduate – completed till second year

Higher Education (Gujarat board of higher secondary education) 2013

Scored B Grade at the examination held March 2013

SUMMARY

Hardworking and focused on producing quality work and providing excellent customer service. Dedicated worker and proficient in customer service. Flexible employee who excels in fast-paced environment looking for position with growth opportunities. A person that holds excellent communication skills and rapid and precise customer service skills. Productive, organized and self-motivated efficient work habits.

EXPERTISE

Customer Service, Communication, MS Office, Creative, Administrative

LANGUAGE

English, Hindi, and Gujarati

PERSONAL INFO

Date of Birth: 15th May 1997

Sex: Male

Nationality: Indian

Religion: Islam

Marital Status: Married

Passport no: P8533490

BRN: 48162 (DREI)

Visa Status: Visit Visa