SANJA ZEKOVIC

 +971559337139

 E-mail: zekovics@hotmail.com

 Nationality : Serbian



**WORK EXPERIENCE**

**Property consultant for Amin & Wilson commercial broker**

**For UK property developer ( London and Manchester market)**

**( August, 2021-up to date)**

* Promoting and selling off plan and ready investment properties in UK property market

**BANKE International properties ( May, 2020-August, 2021)**

* Commercial properties consultanant
* Leasing and sales department for commercial properties
* Accent on warehouses and labor camps
* Structuring investment options for the investors in Dubai market

**Executive real estate consultant**

**H&H investment and development LLC ( February, 2019- March 2020)**

* Leasing the retail spaces withing Galleria Malls, Al Wasl and Al Barsha
* Leasing of in-house properties high end villa compunds and all under H&H property management
* Leasing of office space property of The Galleria Investment
* Leasing labour camps and warehouses
* Working on big sales project of school in Barsha South

**Executive commercial Consultant**

**Kensington Luxury Real Estate Broker ( May, 2017- January, 2019)**

* specialized in the sale and leasing of commercial properties with accent to warehouses, offices, labor camps, hotels and hotel apartmant as well capital investments
* Acquisition and sales of properties
* Valuation and presentation of properties
* Professional and ongoing client support
* Implementation of sales and marketing activities

**Real Estate Consultant**

**Future Way Real estate Broker ( December, 2013-December 2016)**

**Pioneer Gate Commercial Brokerage**

**MAM Investment**

* specialized in the sale and leasing of commercial properties with accent on F&B premium properties, hotels and hotel apartments, individual retails
* with company certified for commercial brokerage, Pioneer gate, acquisition and sales of small companies ( business for sale)
* Acquisition and sales of properties
* Valuation and presentation of properties
* Professional and ongoing client support
* Implementation of sales and marketing activities

Skills and Experience:

* Several years of verified sales experience
* A high degree of commitment and an independent way of working
* Experience working with MS-Office (Word, Excel, PowerPoint)
* Very good interpersonal skills and a strong sense of team spirit
* Good-natured conduct, a confident, friendly manner and a professional appearance
* With an affinity for exclusive properties and a clear service-driven mentality, intuitive feel for the acquisition and sale of prestigious real estate, particularly responsive to the needs of clients and have the ability to impress and inspire them.

**Retail manager**

**Rainforest Dubai, DUBAI MALL, UAE ( January, 2013-October 213 )**

**•** Organizing and upgrading retail sales

**•** Interacting with suppliers and maintaining stock

**•** Organizing smooth operations on daily bases and cash flow

**•** Inducting monthly inventories and every day reports

**•** Taking part in decision making management and marketing

**•** Hiring professional personnel for the operating role

**•** Training hostess and being in charge of 10 staff member for upgrading customer service

**Event Organizer**

**Biophonetics Berlin, Germany (December 2011-December 2012)**

 **•** Organizing events with international famous artists.

 **•** Promoting trough social media

**Flight Attendant**

**Gulf Air Manama, Kingdom of Bahrain (November, 2007 –December, 2011)**

**•** In-flight emergency Medical, CPR, AED and BPP

**•** Hazardous materials and surface contamination

**•** Aircraft specific emergency equipment

**•** In-flight fire and smoke procedures

**•** High altitude physiology and decompression

 **•** Passenger handling and safety briefings

**•** Food handling safety

 **•** Human factors CRM and decision making

**Asisstant of PR Manager**

**La Marquise, Dubai, UAE (March, 2007 – October 2007)**

**•** Taking part in promoting, organizing and executing private events

**•** Coordinating between guests and management.

**•** Assistance in organizing catering for many representative companies.

**PR, co-ordinator and co-founder**

**NGO-SUN IN YU, Indjija, Serbia (2000-2006)**

**•** Promotion of higher social and eco standards trough organizing events, seminars.

 **•** Raising funds for one in need.

**Customer relation clerk**

**Extreme, company for software developing, Belgrade, Serbia (1997-1999)**

**•** Front office clerk in-charge of direct communication with customers regarding enquerries on internet providers and guide them trough technical details

**Editor assistant for culture**

**Radio Indjija, Indjija, Serbia (1995-1997)**

**•** Collecting data and news for broadcast editing

**EDUCATION:**

**1999-2005** Studied Japanese language and literature/ undergraduate

University of Philology

Belgrade/Serbia

**1991-1995** High School, Natural Science Assistant Certificate Belgrade/Serbia

**Training:**

**2010** Yoga Teacher Certificate from Yoga Alliance International

**2009** Cabin Crew Member Certificate, Type Rating Boeing 777

**2007** Cabin Crew Member Certificate, Type Rating A320/330/340

Gulf Air/Manama/ Bahrain

**1996** Tour Guide Certificate

Ministry of Tourism/Belgrade/ Serbia

**ADDITIONAL SKILLS:**

Foreign Languages: - English (Fluent), Japanese (Intermediate), Russian(Intermediate)

Learning German at the moment

**COMPUTER SKILLS:**

Microsoft Office, Internet

**HOBBIES:**

Global communications, exploring new technologies,art and culture,yoga, swimming. Always happy to learn new and deepen old knowledge.

**PROFILE:**

Highly energetic and positive tim player with an excellent work ethic: flexible and dependable

Reputation for displaying professionalism and concern for customer comfort

Passion for working with people

Able to work under pressure and meet deadlines.