

AFTHAB AMEER



CONTACT

Location:
Dubai, UAE

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EDUCATION QUALIFICATION

Industrial Training institute (ITI)
Ghousia industrial training institute.
Bangalore.

Diploma in computer Application (DCA)
Sharada Computer Academy
Mangalore.

STRENGTHS

- Asset tracking and Management.
- Self-motivated
- Strong motivational and leadership skills
- Accounting
- Store management
- Analytical and problem-solving ability
- Team Player
- Personal Management

SKILLS

- MS Office
- Excel and Power point

CAREER SUMMARY

A highly personable, competent and team spirited professional with over 8+ years of experience in **REAL ESTATE SALES, CRM, SALES AND Marketing Executive, Office Admin.** Have a dedicated and determined approach to work with an ability to improvise when the situation calls for it and Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company's goals through professional ethics, sincere commitment, and hard work.

WORK EXPERIENCE

Company: Hindustan Builders and Developers, Mangalore
Position: Real Estate Sales cum Customer Relationship Officer.
Duration: From Aug 2020 TO Sep 2023

Responsibilities:

- Generating clients leads to buying, selling, and renting a property.
- Counseling clients on market conditions, prices, and mortgages.
- Developing a competitive market price by comparing properties.
- Creating lists for real estate sale properties, with information location, features, square footage, etc.
- Showing properties to potential buyers and renters.
- Presenting purchase offers to sellers.
- Facilitating negotiations between buyers and sellers.
- Promoting properties with ads, listings, and open houses.
- Preparing loyalty contracts, purchase agreements, rental agreements, deeds, and other documents for each real estate transaction.
- Greeting and welcoming guests providing a positive impression towards the organization.
- Building and maintaining profitable relationships with key customers.
- Overseeing the relationship with customers handled by your team.
- Resolving customer complaints quickly and efficiently.
- Keeping customers updated on the latest products to increase sales.
- Meeting with managers in the organization to plan strategically.
- Expanding the customer base by upselling and cross-selling.
- Understanding key customer individual needs and addressing these.
- Conducting business reviews using CRM programs.
- Knowing your competition and strategizing accordingly.
- Maintaining your real estate license and knowledge

COMPANY: HONDA MATRIX,
Position: Sales Executive

PERSONA DETAILS

Date of Birth : 05-11-1994
Nationality : Indian
Marital Status : Married
Visa Status : Visit Visa
Passport Number : N8766180
Passport Expiry date: 18-03-2026
Language : English, Hindi,
Tamil, Malayalam, Kannada

ACKNOWLEDGEMENT

I hereby certify that all statements and information provided on the worksheet are true, complete, and correct to the best of my knowledge and belief.

Duration: From June 2019 to Aug 2020

Responsibilities:

- Selling both new and used bikes & scooters as well as finance and related products to clients.
- Marketing and promoting vehicle add-ons such as Finance and Insurance Protection.
- Demonstrating vehicles to clients, explaining their features and going for test drives.
- Meeting customers face to face and holding sales discussions.
- Representing the company at trade exhibitions, events, shows and demonstrations.
- Negotiating the terms and conditions of a sales agreement with prospective clients.
- Preparing sold vehicles for customer delivery by having them serviced & cleaned up.
- Obtaining and verifying proper identification from customers prior to a test drive.
- Ability to create and maintain effective business relationships with customers.
- Ability to work flexible hours.
- Excellent interpersonal and coordination skills.
- Excellent communication skills, written and verbal.

Company: Technologic global PVT LTD. Bangalore

Position: Admin Executive

Duration: From March 2015 to June 2019

Responsibilities:

- Handled Front Office and smooth business operations.
- Setting up of a new Branch entirely, from fulfilling the infrastructure requirement to setting up of all other office needs.
- Administration of Facilities i.e. Mobile Connection, Electricity, Security, AMCs.
- Responsible for ensuring proper housekeeping at Office premises.
- Ensured adequate Stationery (i.e., Letter heads, Business Cards, ID cards, etc.)
- Travel Bookings (Air, Train, Cab etc.)
- Hotel Booking arrangements for guests (employees, guests)
- Follow-up with Vendors related to administration to ensure timely service.
- Processing Bills/Invoices for timely payment to vendors as per due dates for uninterrupted services
- Updating Attendance, leaves and keeping track or Record of leave and attendance.
- Vendor management, Documentation tasks including contract letters, updating of contracts.
- Handled day today activities and co-ordination with internal and external queries.
- Managed employee personal file and documents.