



MALIHA MANZOOR

CONTACT

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- **MATERIAL STATUS:** Married
- **NATIONALITY:** Pakistani
- **RELIGION:** ISLAM
- **DRIVER'S LICENSE:** (DUBAI)
- **ADRESS:** Deria , Dubai
- **VISA TYPE:** Family Visa

OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and learn management skills with a growing company to achieve optimum utilization of its resources and maximum profits. To continue my career with an organization that will utilize my management, Supervision and Administrative skills to benefit mutual growth and success.

EXPERIENCE

EXECUTIVE SECRETARY- SALES ADMINISTATOR | CARPEDIEM REAL ESTAE L.L.C | 20-FEB-2023 TO PRESENT

- Greeting clients, suppliers and other company organization and directing them to the appropriate department.
- Answering phone calls and emails on daily basics.
- Tracking, purchasing and organizing stationary supplies.
- Provide support to CEO Managers and consultants.
- Data entry, filing, scanning, and printing company documents and employee's documents.
- Coordinating with all developers in UAE for registration and marketing materials that need to be shared with team.
- Preparing tax invoice for all the deals from different developers for commission claims,
- Preparing cheque receipt for cheque claims commission.
- Preparing NOC for all the clients for the listings.
- Preparing forms and agreements such as referral agreements, agent and agent foams, MOU, contract A and contract B on the Dubai land department Portal.
- Distributing leads to the managers from all the campaigns, including leads from the CRM, (Profilio, Bayut,Dubizzle ,Zoho, and Privyr).
- Collecting feedback from all the leads from different campaigns and reporting the leads, daily analysis to the CEO.
- Property listing, ready to move off – plan and secondary properties through Bayut and Dubizzle
- Preparing Data Analysis reports at the end of every month for all the leads from different Camping's or CRM.

- Reporting to management and performing secretarial duties.
- Processing, typing, editing, and formatting reports and documents.
- Filing documents, as well as entering data and maintaining databases.
- Liaising with internal departments and communicating with the public.
- Directing internal and external calls, emails, and to designated departments.
- Arranging and scheduling appointments, meetings, and events.
- Monitoring office supplies and ordering replacements.
- Assisting with copying, scanning, emailing, and note-taking.

IMMIGRATION CONSULTANT | PROFICIENT MIGRATION COUNSULTANCY LLC | 5- JULY - 2022 TO 10- JAN -2023

- Assist potential clients with initial inquiries and inquiries regarding visas, green cards, and citizenship
- Maintain accurate and up-to-date records
- Document all immigration-related information to maintain accurate records
- Coordinate with third-party vendors, such as accountants, attorneys, interpreters, and recruitment agencies
- Communicate with foreign national candidates and regarding visa requirements, start dates, and other immigration-related details
- Contribute to co-mentorship, promote and maintain a high level of work ethics within the team

TELESALES EXECUTIVE | EMPIRE ONE GLOBAL - REAL ESTATE LLC | 8-JAN-2022 TO 30-JUNE-2022

- Answering phones and explaining the product and services offered by the company.
- Obtaining customer information and other relevant data.
- Suggesting solutions based on customer's needs and requirements.
- Attending team meetings to clarify progress.

BUSINESS DEVELOPMENT EXECUTIVE | HG MARKETS - HARVEST GROUP OF COMPANIES|16-MARCH-2018 TO 17- DECEMBER -2019

- Building business relationships with clients and customers, dealing in forex currency and commodities too
- Explain about commodities, methods, or services to persuade customers to purchase products or use services
- Procuring new clients through direct contact, word-of-mouth, and collaboration with the marketing department.
- Attending networking activities to research and connect with prospective clients.
- Maintaining meaningful relationships with existing clients to ensure that they are retained.

BUSINESS DEVELOPMENT EXECUTIVE | GIANT SOLUTION | 18-DECEMBER-2016 TO 20-DECEMBER-2017

- Building business relationships with clients and customers, market locating and developing or dealing in IT equipment's.
- Resolve their complaints and provide them the information they need.
- Taking the customers feedback to enhance the sales.
- Ensuring excellent customer service through regular client follow up
- Developing rapport with key decision makers
- Translating proposals into ready-to-sign contracts
- Owning the sales lifecycle from prospecting to implementation
- Managing virtual and in-person sales meetings.

GRAPHIC DESIGNING AND SOCIAL MEDIA MARKETING | BOOSTANS TECHNOLOGY | 10-SEPTEMBER-2015 TO 12-NOVEMBER-2016

- Working as a graphic designer and social media management of various clients.
- Creating images and layouts by hand or using design software.
- Creating posts, pages, and applications to attract customers.
- Producing content to be posted online.
- Using programming skills to build pages and applications.
- Measuring key performance indicators.

EDUCATION

- **INTERMEDIATE** (Humanities group) from **KARACHI BOARD OF EDUCATION**.
- **BACHELOR OF ARTS (ECONOMICS)** from **UNIVERSITY OF SINDH**.

SKILLS

- Excellent leadership & Communication skills.
- Business development.
- Administrative.
- Presentation.
- Time management.
- Ability to work under Pressure.
- Punctual, dependable and goal oriented.
- Tally ERP.
- Adobe Photoshop.
- Quick book.
- Bayut , Dubizzle
- Privyr

- Command over Microsoft (Word, Excel, Outlook).
- Data entry.
- CRM.
- Email handling Web Browsing.
- Schedule management
- Multi-tasking.
- Invoicing.
- Documentation.
- Answering phones.
- Receptionist.
- Making Agreements.
- Property management.
- Customer services.
- Administrative support.
- Diploma in Graphic Designing.
- Advance diploma in Computerized Accounting
- Good in speaking, Writing & understand English, Urdu & Hindi.

