

# Mohd.Zafar

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Contact no: +971523085252

Property Consultant

Business Development Advisor

Visa Status: Employment

Near-Dubai Mall, Dubai

Availability to Join: Immediately

## EDUCATION

**Diploma in Civil Engineering-  
2015**

TM University of Polytechnic  
12th I.S.C  
10th C.B.S.E

## PERSONAL COMPETENCIES:

- **ANALYTICAL SKILLS:** - Excellent ability to analyse complexities.
- **LEADERSHIP:** - Extensive experience of leading teams.
- **INNOVATIVE:** - Extensive experience of analysis of case studies and give unique solutions.
- **ADAPTABILITY:** - Remarkably adaptable to work places and in networking with people.

## PERSONAL DETAILS:

- D.O.B : 14/04/1994
- Nationality : Indian
- Marital status : Unmarried
- Linguistic Skills : English, Urdu, Hindi.

## CERTIFICATION COURSES:

- MS Office
- Auto CAD
- Photoshop

## PROFESSIONAL PROFILE:

Seeking a challenging job any Suitable post to find a working environment which is help enhance my skills and where I can be part of a team that appreciates what I do contribute to the goals of the firm and to seek a position commensurate with my skills and knowledge in an organization of repute.

## CAREER PROFILE/SKILLS:

- Maintaining an extensive database of all properties for sale.
- Developing strategies to increase the value of properties for clients looking to sell.
- Well good **oral communication skills & confidence** in dealing with a range of peoples, including clients etc
- Precise & concise **written communication skills**.
- Ability to **work well** within team.
- **Creative Ability**.
- Ability to work **under pressure**.
- **Managing Time & Resource Planning**.

## WORK EXPERIENCE:

**Total Dubai Work Experience : 4 Years' 10 months**  
**Real Estate Experience 10 months**

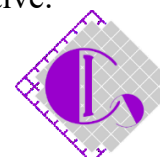
**Organization : Vision Realty Real Estate L.L.C-Dubai**  
**Designation : Business Development Advisor**  
**Project sell : The Valley- Elora -Emaar**  
3bed Townhouse



**Organization : Taqdeem Document Clearing L.L.C-Dubai**  
**Designation : Document controller | Sales Executive**  
(Jan, 2022- Nov, 2022)



**Organization : Civilization Contracting L.L.C-Dubai**  
**Designation : Quantity Surveyor | Sales Executive.**  
(Nov, 2018- Oct, 2021)



## ACHIEVEMENT:

- Attended IT seminar in TM University and I got a certificate.
- Attended many workshops related to my job profile.

**SKILLS:**

- Good with numbers and excellent aptitude.
- Excellent Communication skills, written and spoken.
- Excellent organizational capabilities.

**KEY ROLE PERFORMED / FRAMEWORK PRACTICALLY:****A KEY ROLE OF BUYER:**

- Conversion of a lead to a client
- Conduct Zoom calls
- Conduct strategy session with the client
- Ask several questionnaires to understand the needs of the clients
- Property selection
- Bargaining over price
- Handover
- Property management

**A KEY ROLE OF SELLER:**

- Conversion of lead to a client
- Conduct Zoom call
- Strategy session for sellers
- Ask a few questions to understand how motivated the client is to sell the property
- Collection of the documents from the seller
- Quality photos of the property
- Quality listings

**STRENGTHS:**

- Possess excellent Interpersonal and communication skills.
- Good financial and numeracy management skills
- Attention to detail.
- Possess good Methodical way of thinking
- Possess excellent learning ability and adaptable to new environment
- Multi-tasking abilities with proficiency in organizing and managing different tasks
- Quick learner, self-motivated with positive attitude
- Team player and Ability to motivate and inspire confidence in team.

The above information is totally authentic and true to the best of my knowledge and belief.

Yours Truly

Mohd.Zafar