

## Rishi Dayalani

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## Property Consultant

### **Academic Qualifications:**

- Bachelor of Business Administration (Heriot Watt University, Dubai – Class of 2009)
- Delhi Private School Sharjah – Class of 2005

### **Skills:**

- Proficient with MS Word, Excel, Power point, Microsoft teams,
- Excellent interpersonal and communication skills (written and verbal)
- Skilled and hard working with a positive attitude
- Good Time Management & Organizational skills
- Pro-active, self-motivated and an excellent team player
- Result oriented individual with a special eye for detail
- Easily adaptable to changing work environment and cultures

### **Personal Information:**

Date of Birth	20 <sup>th</sup> November 1987
Gender	Male
Nationality	Indian
Languages Known	English (Fluent), Hindi (Fluent), Sindhi (Fluent)
License	Valid UAE driver's license

Visa	Partner Visa
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## **WORK EXPERIENCE**

### **Blue Chip Real Estate**

- **Property Consultant (November 2019 – Till date)**
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### **Mubarakiya Trading LLC (Family owned business)**

- **Royal Wedding Accessories & Bridal wear.**

### **VRPM LLC**

- **Luxury watches and collectables (2010- 2015)**

### **Responsibility**

- Management of inventory and import clearance of luxury timepieces.
- Developing relationship with high net worth individuals.
- Marketing and Pipeline development of Customers.

### **Tele sales executive /call interviewer**

- **TNS Research LLC, Dubai, United Arab Emirates (January 2009- April 2009)**
- **Data direct company, Dubai, United Arab Emirates (January 2010 – may 2010)**

### **Responsibilities**

- Responsible for making outbound calls to prospective customers; introducing the company services and developing proposals for them along with necessary discount.
- In charge for the counter services and attending to customer queries over the phone.
- Kept a constant follow up with monthly receivables to reduce risk of doubtful accounts.
- Developed weekly reports and submitted the same to management for review.

### **Administration officer**

- **Sajdeep Trading, Dubai, United Arab Emirates (November 2007 – October 2008)**
- **Nakheel properties (November 2008 – December 2008)**

### **Responsibility**

- Provide accurate, efficient and committed office work, support to the senior management.
- Manage the routine office management function, deal with clients and visitors and maintain corporate relations. Provide support to the management on executive level.
- Sort out all incoming / outgoing mails and correspondence on the base of urgency, priority, confidentiality or routing to facilitate quick and efficient service to the concerned.
- Take care of the confidential files, matters and documents for senior management.
- Arrange appointments; make necessary arrangements for the meeting and ensure availability of appropriate personnel for the same as per scheduled time and place.
- Maintain proper records of incoming and outgoing correspondence; and file documents and letters in a systematic manner; and keep all assigned files up to date.

#### **Promoter**

GITEX for Jumbo (September 2007)

- GITEX for Lenovo laptops (October 2009)
- GITEX for Lenovo laptops (October 2010)

#### **Responsibilities**

- Demonstrated and explained products, methods, or services to persuade customers to purchase products or utilize services available and answered questions.
- Setup and arranged display to attract attention of prospective customers.
- Suggested product improvements to employer and product to purchase for customers.
- Gave product sample or token gifts to customers; distributed handbills, brochures or gift certificates to all the participants/delegates in the seminars or conferences or in shopping malls.

*All the information given above are true and correct to the best of my knowledge.*