

Tayyab Zafar

I am a professional property consultant and sales person.

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Dear Sir/Madam,

Hope you are doing Great,

I am writing to apply for the Real Estate Agent position, With a strong passion for real estate and a proven track record of successful sales, I am confident in my ability to contribute to the growth and success of your agency.

Throughout my experience in the real estate industry, I have developed a deep understanding of the market, built a strong network of clients, and consistently achieved outstanding results. I am skilled in all aspects of the sales process, from prospecting and lead generation to contract negotiation and closing deals.

I am highly motivated, result-oriented, and thrive in a fast-paced and competitive environment. I am dedicated to delivering exceptional service and providing valuable insights to help clients make informed decisions.

I am excited about the opportunity to join your team and contribute to the agency's continued success.

I am multi talented and able to perform all task relating to company. Not only in real estate business but also I have strong knowledge and practical experience in other fields that can be utilize for the growth of any business.

1-Accounting transaction such as JV posting, cash transactions, bank relating transactions, invoicing, A/p, A/R, payroll, vat filling, bank reconciliation, parties ledgers reconciliation, Budgeting, Risk assessment, Break Even Point, Vat calculation and process of payment, preparation of financial reports such as income statement, Trial balance, Cash flow statement, balance sheet. Rectification of errors in book keeping and other all accounting tasks.

2- Admin tasks, I can perform all admin task, govt. Transactions relating to company, renewal of company documents, employees visa application, renewal and all process relating to employment visa.

3- Import export and documentation: I can perform import and export relating transactions, dealing with international supplier and buyer, preparation of documents for import and export. Selection of new products and trending items.

4- sales: support to sales team, preparation of contract, manage and arrange stock for clients, follow up from new clients and marketing, find our new clients, marketing agreements, negotiation of prices, solving clients problems.

5- Store management: I have extensive experience to manage store relating to company under accounting principles.

6- cost accounting, I can make costing sheets for imported and locally buying goods, manufacturing costing, costing for e commerce business. Evaluation of fixed and variable cost.

7- E-commerce and online selling stores: I have working experience handling and managing company e commerce website, work on Other online platform such as souq.com, Amazon, noon.com, Carrefour, Dubai stores, Jadu padu and many more. Posting new items, make withdrawal of payments and other work relating to online shopping.

8- Marketing; I have experience in Field Marketing and Social Media marketing.

9- Content Writing and editing skills.

I have also experience in content writing and editing for photos' and videos, making new videos and editing the videos.

Please find attached my resume for your review. I would welcome the opportunity to discuss my qualifications further and learn more about the Real Estate Agent position. Thank you for considering my application.

Please feel free to contact me if you feel that I am suitable candidate for your company.

I am available and can be reached by phone or E-mail at your convenience.

Best Regards,
Tayyab Zafar
055-2704648

Willing to relocate: Anywhere

Personal Details

Birth Date: 1989-08-07

Eligible to work in United Arab Emirates: Yes

Industry: Accounting, Administrative Assistance, Agriculture & Forestry, Automotive, Banking & Finance, Business Operations, Construction, Customer Service, Management, Real Estate, Sales

Work Experience

Property Consultant

Medait Star Real Estate - Dubai

July 2023 to Present

- Work with Real estate and property companies to renting and selling Their properties.
- Dealing off plan and secondary market.
- Arrange and conduct meeting with real estate companies and clients to close the deal.

- Built and maintained a strong network of clients.
- Conducted market research and analysis to identify potential buyers, market trends, and competitive pricing strategies.
- Developed and executed comprehensive marketing plans to promote properties, utilizing online platforms, social media, and traditional marketing channels.
- Showcased properties to prospective buyers, addressing their inquiries and negotiating offers to achieve favorable outcomes for both parties.
- Advised clients on real estate investment opportunities, property valuation, financing options, and market conditions.
- Guided clients through the home buying and selling process, ensuring smooth transactions and customer satisfaction.
- Maintained accurate and up-to-date client records.
- Stayed informed about local real estate regulations, industry trends, and market developments to provide valuable insights to clients.

Skills

1. Real Estate Sales and Negotiation.
2. Market Research and Analysis.
3. Client Relationship Management.
4. Property Marketing and Promotion.
5. Contract Negotiation and Closing.
6. Excellent Communication and Interpersonal Skills.
7. Strong Networking and Lead Generation.
8. Attention to Detail and Time Management.
9. Strong social media real estate network.

Real Estate Agent

Bait al Nawras - Dubai

May 2022 to Present

- Work with Real estate and property companies to renting and selling Their properties.
- Arrange and conduct meeting with real estate companies and clients to close the deal.
- Built and maintained a strong network of clients.
- Conducted market research and analysis to identify potential buyers, market trends, and competitive pricing strategies.
- Developed and executed comprehensive marketing plans to promote properties, utilizing online platforms, social media, and traditional marketing channels.
- Showcased properties to prospective buyers, addressing their inquiries and negotiating offers to achieve favorable outcomes for both parties.
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Sales Manager

Aldro Trading LLC. Dubai. - Dubai

January 2017 to January 2021

Project Management, Sales and Marketing- Aldro Trading LLC. (Dubai)
(2017 to 2021)

(A)Project Management

- Led and managed projects simultaneously, ensuring adherence to project plans, timelines, and budgets.
- Defined project scope, objectives, and deliverable in collaboration with stakeholders, ensuring alignment with organizational goals.
- Conducted risk assessments and implemented risk mitigation strategies to proactively address potential project obstacles.
- Monitored and controlled project budgets, expenses, and resources to ensure efficient project execution..
- Led project meetings, facilitated discussions, and fostered collaboration among team members to drive project progress and achieve desired outcomes.
- Evaluation of projects, preparation of quotations, Project for-costing and evaluation of profit.
- Work with team to manage the project and installations.
- Risk assessment and problem solving with team.

(B)Sales and Marketing

- Consistently exceeded sales targets, surpassing monthly and quarterly quotas.
- Developed and maintained leads through prospecting, cold calling, networking, and referrals.
- Presented product demonstrations and conducted persuasive sales presentations to showcase features.
- Negotiated pricing, terms, and contracts to close deals and maximize profitability while ensuring customer satisfaction.
- Built long-term client relationships through proactive communication, follow-up, and ongoing support.
- Collaborated with cross-functional teams, including marketing and customer service.
- Monitored market trends, competitor activities, and industry developments to identify new business opportunities and stay ahead of the competition.
- Preparation of quotations, follow up, Engages in superior customer service by making information readily available.
- Schedules appointments and meetings as necessary.
- Answers questions from clients.
- Makes product knowledge readily available to self and other sales people through various resources.

- Finds ways to sell products in the face of a down market.
- Analyzes and creates a plan for engaging the target market.
- Makes product appeal to the target market.
- Demonstrates superior time management skills and meets sales deadlines.

Skills:

1. Project Planning and Execution
2. Resource Allocation and Team Management
3. Risk Assessment and Mitigation
4. Budgeting and Cost Control
5. Quality Assurance and Deliverable Management
6. Project Documentation and Reporting
7. Sales Prospecting and Lead Generation
8. Selling and Needs Analysis
9. Relationship Building and Customer Retention.
10. Effective Communication and Presentation Skills
11. Negotiation and Closing Techniques
12. Market Research and Competitive Analysis
13. Results-Oriented and Target-Driven
14. Team Collaboration and Relationship Management

Senior Accountant

Aldro Trading LLC (Dubai) - Dubai

May 2015 to January 2021

- Prepare chart of account.
- Vat calculation and process for payment.
- Final Accounts.
- Preparation of Financial Reports an analysis.
- Risk Assessment and analysis.
- Budgeting.
- calculation break even point.
- cash flow statement.
- Keep record update by posting JV, cash vouchers, and bank transaction.
- Posting invoices.
- Prepare cost Sheet for all product and projects.
- Projects handling and problem solving skills.
- Administration skills.
- Dealing with import and export.
- Manage import related activities.
- Dealing with supplier, clients, service providers.
- Maintained daily accounts and cash book.
- Controlled the suppliers account and purchasing materials.
- Handled bank transactions and prepared bank reconciliation statements.
- Maintain and preparation of Monthly Payroll and staff records.
- Preparation of debit note, credit note & cheque discount.
- Maintain of all store ledgers.
- To keep in touch with customer for receiving the outstanding amount on time.

- Prepare Customer outstanding statement of accounts every month.
- Correspondence with bank.
- Verification of account books, vouchers and bills.
- Reconciliation of bank accounts.
- Make approval to issue the cheques as per the attached bills.
- Can do All task relating to Accounting.
- Additionally I can perform the following tasks such as, online sale, customer and supplier Dealing. Outdoor and indoor sale. Cost accounting. Find and Procure new products. Administration and marketing.

Education

Bachelor of Commerce in Banking, Accounting, and Business

Punjab University - Sialkot

2012

Bachelor's in Bachelor in Commerce

University of the Punjab, Pakistan.

March 2009 to March 2011

Skills

- Accountant and Computer Operator with Practical Experience in Ms Office and V.B Accounting software, Dailysoft (10+ years)

Certifications and Licenses

Import Export Diploma

December 2011 to Present

UAE Driving License

August 2023 to Present

UAE valid driving license

B.com

August 2009 to July 2012

Bachelor Degree in Commerce

Additional Information

COMPUTER SKILLS

- MS Word
- MS Excel
- MS Power Point
- MS Outlook
- Peach tree Accounting software

- Tally Accounting Software
- Quick book Accounting Software
- Visual basic Accounting software (Practical Experience)
- Dailysoft ERP (Practical Experience)
- Zoho books.
- Internet and Email
- Import & Export Diploma
- Videos an photos editing