



QASIM RIAZ

CONTACT



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Dubai

SKILLS

- Photography
- Graphics
- Marketing
- Sales
- Social Media Marketing
- Customer service
- Organizational skills
- Microsoft Office
- Maintenance
- Communication skills
- Leadership
- Cash handling
- Driving
- Property Marketing
- Information Updates
- Database Maintenance
- Customer Needs Assessments
- Customer Experience
- New Client Acquisition
- Client Relations

PROFESSIONAL SUMMARY

Results-driven real estate professional with experience in Off-Plan residential property sales. Proven track record of consistently exceeding quota and generating new business. Skilled in building relationships and providing exceptional customer service. Highly motivated to succeed and passionate about helping clients find the perfect property.

EXPERIENCE

June 2023 - Present

Property Consultant

Binayah Properties LLC, Dubai

- Gained excellent understanding of building surveying techniques and processes.
- Conducted thorough pre-tenancy checks prior to new tenants moving in.
- Developed strong knowledge of local property market, trends and regulations.
- Upheld highest standards of customer service at all times when dealing with customers.
- OffPlan Specialist.
- Organised regular meetings with clients to discuss progress and provide updates.
- Advised clients on market conditions, prices, mortgages, legal requirements, and related matters.
- Contacted previous clients for prospecting of referral business.

February 2021 - May 2023

Founder & Managing Director

TellUs Pvt LTD (Real Estate & Motors), Mandi Bahauddin

- Developed and execute the company's business strategies in order to attain the goals of the board and shareholders
- Provided strategic advice to the board and Chairperson so that they will have accurate view of the market and the company's future
- Prepared and implement comprehensive business plans to facilitate achievement by planning cost-effective operations and market development activities
- Ensured company policies and legal guidelines are communicated all the way from the top down in the company and that they are followed at all times
- Communicated and maintain trust relationships with shareholders, business partners and authorities
- Overseen the company's financial performance, investments and other business ventures
- Delegated responsibilities and supervise the work of executives providing guidance and motivation to drive maximum performance

LANGUAGES

- **English**
- **Urdu**
- **Hindi**

- Read all submitted reports by lower rank managers to reward performance, prevent issues and resolve problems
- Acted as the public speaker and public relations representative of the company in ways that strengthen its profile
- Analysed problematic situations and occurrences and provide solutions to ensure company survival and growth
- Meetings with investors.

August 2017 - December 2020

Freelancer

Automobiles Auction, Dubai

- Buying of American accidental cars from Auctions
- Repairing of cars in garages
- Selling of cars via social media and references
- Maintaining of finances and expenses.

April 2015 - May 2017

Sales & Operations Manager

Penguin Luxury Rent A Car LLC, Dubai

- Contact with all business providing companies through email, phone, portal and whatsapp
- Drivers controlling through phone and GPS
- Daily drivers schedule
- Assigning of transfers for drivers
- Booking of all kind of transfers (e.g airport, business, corporative, weddings, tourism etc)
- Controlling of booking vouchers
- Drivers petty cash and billing records
- Collection of drivers daily report
- Controlling of cars mileage and salik
- Daily cars inspection and arranging of repairing
- Controlling of Uber devices and system
- Controlling of Careem's cloud, manual dispatching and weekly record
- Meetings with hotels and tourism companies for business
- Drivers salaries record
- Fines records
- Arranging of classes for drivers in RTA
- Drivers interviews and hiring.

EDUCATION

January 2008

Diploma in Electrical Engineering

Swedish institute of technology

Diploma in Photography

British Institute

FSC in Engineering

Superior College Multan

CERTIFICATIONS

- Driver License, 06/01/15, 06/01/25

WEBSITE, PORTFOLIO AND PROFILES

<http://www.tellus.pk>

REFERENCES

References available upon request