



ADNAN KHAN

PUBLIC RELATIONS OFFICER

PROFILE

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- Avoid vague phrases like “assist clients” and provide a clear picture of their daily tasks. Detail how they'll help buyers and sellers navigate transactions, conduct property tours, prepare market analyses, and negotiate contracts.

JOB RESPONSIBILITY

- Maintaining and updating online listings
- Understanding real estate pricing in your area and coming up with prices for your clients
- Communicating with clients and potential clients
- Keeping up with market trends
- Presenting offers and negotiating sales
- Ensuring all paperwork for a transaction is complete
- Making sure all contract terms are met for a transaction
- Learning and sharing knowledge about your community on topics such as schools, real estate laws, and entertainment.

WORK EXPERIENCE

- A basic understanding of how computer hardware and software work. The ability to communicate well with others. An understanding of process management, file systems, security, and memory management. Strong problem-solving skills and attention to detail.
- 1 Year Experience as a HR Department In Khyber Teaching Hospital.
- 06 Month Experience as a in Real estate in Pakistan.
- 1 Year Experience as a Real Estate Agent in International city Dubai
- 3 Year Experience as a Medical Field in Pakistan Khyber Teaching Hospital
- 06 Month Experience as a Manager Al Zahra Hospital in Al Barsha UAE.

Additional Information

Qualities

- my education and strong commitment to learn and excel in career makes me a unique Person .I seek a challenging career that utilized my ability , skills and gives me a chance to further grow professionally.

clam. honest. pleasant. hardworking. innovative. leader. protector. thinker. performer. inspirer. problem. solver. and more hoping for a favorable consideration to join your esteemed organization

CONTACT

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EDUCATION

- Master in Dentistry
- Diploma in Medical Health
- Computer Diploma Information Technology

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Urdu
- Hindi