#

# SONAR

Satwa, Dubai, UAE.
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**CONTACT ADDRESS:**

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**OBJECTIVES:**

**Seek the Challenging Position of Executive:**

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.I am looking to work in a place where I can utilize my skills and provide excellent customer service.

## Personal Information

**Date of Birth** May 17, 1990

**Languages Know** English, Urdu, Hindi, Marathi and Konkani

**Sex** Male

**Marital Status** Married

**Nationality** Indian

**Religion** Muslim

**Hobbies** Playing CricketTravelling, Listening Music, Watching T.V etc.

**Education Qualification** S.S.C. (2006) from Goa Board, India.

**Passport Details**

**Date of Issue** 27-August-2015

**Date of Expiry** 26-August-2025

**Visa Status**  Visit Visa (Valid till 05-May-17)

**Coordinator cum Security Agent, May 2016 to January 2017**Freelancer, Organizing Various Events, Goa, India.

**EXPERIENCE:**

**Responsibilities:**

* Distributing bouncers to the various customers for their needs.
* Verifying events whether organized as per customer requirements.
* Attending guest to check their passes.

**Sales Executive, March 2015 to February 2016**Alfa Electronics, Goa, India.

**Responsibilities:**

* Documents sale by creating or updating customer profile records.
* Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
* Contributes to team effort by accomplishing related results as needed.

**Marketing Executive, November 2013 to February 2015**Decent Builder & Developers, Goa, India.

**Responsibilities:**

* Analyzing and investigating price, demand and competition.
* Interview clients to determine what kinds of properties they are seeking.
* Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
* Coordinate property closings, overseeing signing of documents and disbursement of funds.
* Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
* Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
* Compare a property with similar properties that have recently sold in order to determine its competitive market price.
* Coordinate appointments to show homes to prospective buyers.
* Display commercial, industrial, agricultural, and residential properties to clients and explain their features.
* Arrange for title searches to determine whether clients have clear property titles.
* Answer clients' questions regarding construction work, financing, maintenance, repairs, and appraisals.
* Arrange meetings between buyers and sellers when details of transactions need to be negotiated.
* Visit properties to assess them before showing them to clients.
* Rent or lease properties on behalf of clients.

**Area Officer, September 2010 to June 2013**N Force Security Alied Metro, Goa, India.

**Responsibilities:**

* Obtains help by sounding alarms
* Maintains environment by monitoring and setting building and equipment controls.
* Managing Security Guards officers for their daily needs.
* Supplying man power to various events and etc.
* Visiting sites to check the availability of security guards.
* Contributes to team effort by accomplishing related results as needed.

**SKILLS/ABBILITY:**

* Basic Computer Knowledge
* Good Communication
* Willing to try new things and I am interested in improving efficiency on assigned tasks.
* Quick learning skills
* Risk Taking
* Creativity
* Teamwork Skills

**DECLARATION:**

I hereby declared that all the facts given here are true to my knowledge