### IJAZ



### IJAZ.343362@2freemail.com

 Valid UAE License: Yes (Since 2010)

**UAE Experience:** 6 Years **Availability:** Immediate

**CAREER OBJECTIVE:**

Build a progressive career and utilize my expertise and experience as well as actively participate in the growth of the organization.

**PROFILE SUMMARY:**

* Graduate as well as **Valid UAE driving license** since 2010.
* 5 years registered **PRO of SAMANA group** 3 companies
* 5 years and 11 months of **UAE diversified Experience** in SAMANA Group.
* Experience in **SALES, PROCUREMENT & matters related to PROPERTIES** as well as immigration. Report directly to BDM, GM, GFM & CEO.
* Multi Languages:Fluent in **English, Hindi, Urdu, Punjabi**& Basic in **Arabic**

**PROFESSIONAL EXPERIENCE:**

Total Years of Experience in UAE: **6 Years**

**SAMANA Group of Companies** *Profile of each company is on website.*

* **Premiers Management Consultancy & Training** (Largest immigration consultancy firm in the middle east serving since 1998)
* **Global Migration Services United Kingdome Dubai Branch** (Business Migration in Europe & North America)
* **Star Business Center JLT-DMCC** (Dealing in leasing of business centers)
* **Star Executive BusinessCenter Bay Square**(Dealing in leasing of business centers)
* **SAMANA Developers** (Properties Construction & Development)
* **Reliance Star Properties** (Sale & Purchase of Properties)

### JOB ROLES

**SALES EXECUTIVE Aug 2010 –Present**

Job Responsibilities:

Builds business by identifying and selling prospects; maintaining relationships with clients.

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

Sales Executive Skills and Qualifications:Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales

***AdditionalResponsibilities***

**Properties Section**

* Handles property hand over when Developer is ready to hand over the properties purchased by my boss.
* Submission of all requirements for completing the matter of hand over
* Handles rental hand-over which includes inspection of the condition of the unit and submitting the report
* Coordinates with real estate agents for renting or selling of properties.
* Arrange workers necessary repairs , repainting , plumbing whenever necessary
* Coordinates with utilities companies like DEWA , Palm Utilities, Empower, Du , Itisalat , Lootah Gas etc for connection and disconnection of services of our properties
* Deals with tenants complaints
* Coordinates with developers for submission or collection of documents like NOC, SPA, Title Deeds etc
* As POA Holder, I attend property transfers on the owners behalf
* Handles payment submission for all property service charges and other necessary payments
* Coordinates with tenants for their payments for rental renewals
* Handles IJARI registration & cancellations
* Deals with land departments for Title deeds , affection Plans , Aqood , etc

**Immigration Consultancy**

* Meeting with the Business Migration clients for collection of documents
* Dealing with the universities for registration of clients for IELTS
* Dealing with the courier companies for dispatching of files
* Filing cases on clients for payment bounce cheques in police
* Arranging translation when ever required for company and clients documents

**Senior Sales Officer**

**Idrees Clothing Estd. Oct 2004 to Dec 2009**

* Managing any unusual situation created in the absence of the head or the quality assurance manager
* Manage and Supervisethe bulk of work when it is handed over to the other departments of the company
* Keeping employees abreast with the new rules and regulations implemented by the management
* Keeping a close watchon the activities of the competition
* Scheduling meetings between the suppliers and the Head of Sales
* Conduct timely and effective performance reports
* Allocation of work to employees engaged in completion of the assigned work
* Arranging records of transactions made with the vendors for the audit with the finance department
* Checking all stock and placing orders if required
* To satisfy the employees about the failure of network of about the assurance of any other problems
* Conducting market research to understand the requirement of the customer

**Academic Qualification**

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| --- | --- | --- | --- | --- |
| **Sr No** | **Attainment** | **Subject** | **Name of Institute** | **City & Country** |
| **1** | **Bachelor ( Studding )**  | Arts | **Punjab University**  | **Lahore Pakistan** |
| **2** |  **Higher Secondary School Certificate** | Arts | **Gujranwala Secondary Board** | **Gujrat, Pakistan** |
| **3** | **Secondary School Certificate** | Science | **Govt. Muslim High School** | **Gujrat, Pakistan** |

**COMPUTER SKILLS**

* Windows98,WindowsXP&Windows 7
* Microsoft Office 2007

**PERSONAL ATTRIBUTES:**

* Dependable, fast learner and hardworking.
* Dedicated & committed, willing to take on challenging roles, tough assignments and able to

work under pressure and meet set deadlines

* Trustworthy, willingness to work with integrity and patience can multi-task
* Friendly and cooperative with co-workers.

***Driving License*** : Valid UAE Driving License

***Notice Period***  : Immediate

***Reference*** :Can be provided on request