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## CURRICULUM VIATE

**Name: UMAIR**

**D.O.B: 05 March 1991**

**Add: UAE**

**Email ID:** **umair.351177@2freemail.com**

**MARTIAL**

**STATUS: single**

**Visa status:** Employment Visa

**Driving licence:** On Final test.

**BACKGROUND & OBJECTIVES:**

I am seeking a challenging role & want to work for a dynamic organization, which offers challenging career opportunities with strong growth prospects. I desire growth, based on my performance, accomplishments & achievements. I am an effective thinker, with an analytic mind & strong leadership qualities. I am enthusiastic & adaptable, can work well under pressure. Based on my experience I can comfortably deal at any level inside an organisation.

 **SKILLS:**
Technologies & Tools:

* Operating System: MS Windows
* MS Office (MS Word, MS Excel, MS PowerPoint, MS Access) Advance Level
* Sound knowledge of internet
* Proficiency in the use of accounting specialized programme

Academics: (Attested from ministry of foreign affairs of U.A.E)

* **University of Gujrat MS (Finance)3.5years -2015**
* **University of Punjab Bachelors (Commerce) -2011**
* **Gujranwala Board Intermediate (GENERAL SCIENCE) -2009**
* **Gujranwala Board Matriculation (SCIENCE) -2007**

**RERA Certificate**

* Pass from Dubai Real Estate Institute on 04/10/16

**Presentation and Communication**

* Have a strong grip on presentation communication and ability to convince the clients.

**Research & Planning**

* Do research and presents different management & marketing plans on organizations and product during study

## EMPLOYMENT HISTORY:

**FUTURE PLAN REAL ESTATE DUBAI BROKER**

**START FROM NOVMBER 2015**

**Responsibilities:**

* Handle rented, buying and selling of properties in DUBAI different location.
* Obtain agreement form property owners to place the properties for sale with real estate firm.
* Monitor fulfilment of purchase contract terms to ensure that they are handled in a timely manner.
* Compare the property with similar properties that they have recent sold, In order to determine its competitive market price
* Act as intermediary in negotiations between tenant and landlord or buyer and seller over property price and settlement details, and during closing of deals.
* Generate a list of property for sales, their location and descriptions and available facing option using computers.
* Maintain knowledge of real estate law, local economics, fair housing law, and types of available mortgages, financing option and government program.

**BANK ALFALAH LIMITED GUJRAT PAKISTAN BDO**

**DATE: 25 MAY,2014 to 31 MARCH 2015**

**Responsibilities:**

* Developing new deposit
* Assisting the business development manager is performing various managerial function of the department as directed
* Achieve the branch target like car finance and BANCA
* Responsible for attaining established individual, department and bank goal through active participation in sales management and officer call program
* Responsible they perform supervisory duties of department staff in the absence of business development manger

**PERSONAL STRENGTHS:**

* Takes pride in providing a high level of service
* Works well under stress.
* Considered very punctual.
* Good sense of humour.
* Enjoys problem solving.
* Likes taking challenges.
* Able to work on own initiative.
* Friendly and outgoing personality.
* Enjoys working as a part of a team, while being self-motivated.
* Keen to learn new skills and willing to work long hours, as required.

**REFERENCES:**

* Excellent references available on request.

**LANGUAGES:**

* ENGLISH.
* URDU.
* PUNJABI.