

**Contact No:**

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Permanent Address

Kunnil House, Thaira
Thekkil P.O
Pin:671 541
kasaragod, Kerala

Temporary Address

Al-batayeh, Exit no:10
P/O Box: 12893
Sharjah, UAE

Date of Birth:

16.05.1991

Nationality:

Indian

Passport No:

K9227517

Marital Status:

Married

Driving License :

Indian License
No:14/2840/2009
Valid until 21.06.2029

UAE License
No:63588596
Valid until 01.08.2026

Languages Known :

English, Hindi, Urdu, Tamil,
Malayalam, Arabic

DILSHAD T**Career Objective**

To pursue a demanding Role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm

Professional Summary

- Creative with effective and efficient organizational abilities.
- Hardworking and ability to take challenge.
- Excellent interpersonal skills quickly developing rapport
- Participated in various cultural activities.
- Among the top rank holder throughout my academics.
- Active member of Event organizing committee in the College.

Academic Qualifications

- **Master of Business Administration (HR / Marketing)**
Visvesvaraya Technological University, India 2013-2015
- **Bachelor of Business Management**
Kannur University, Kerala, India 2010-2013

Professional Experience

- **Leasing Executive at SBK Real Estate (October 2015 - Till date)**

The SBK Real Estate is a reputable organization that offers a rewarding, challenging career opportunity and promises further development. Here I can exploit my sales abilities to the best and learn in the most. Having fulfilled my goals and beaten my set targets with track records, I have developed a results-driven and target-oriented character.

- Pro-actively performed a combination of activities to manage leasing units in Residential and Commercial Properties like Flats, Shops, offices and showrooms.
- Conduct regular search for compilation of potential clients.
- Implementation of property's leasing strategies in line with leasing manager.
- Undertake property viewing with potential clients.
- Attend inbound and outbound calls and review lease offers with new and prospective clients.
- Prepare lease offers and documentation of the same to assure that all lease transactions are complied with regulatory and legal requirements.
- Conduct market research for updating of current shopping centre trend.

Hobbies :

Photography, Walking,
Jogging, Listening to Music
and Boxing.

Visa status :

Employment Visa

- Support leasing manager to achieve maximum rental and occupancy rate from outlets kiosk ,flats and offices.
 - Monitor lease expiry and renewals. Prepare tenancy renewal and expiry summary for leasing manger.
 - Handle pre- tenancy and post- tenancy matters such as issuance of letter of offer, tenancy agreement and supplementary agreement.
 - Study, review and understand policies and procedures that will increase, improve and maximize tenancy occupancy.
 - Source and seek out prospective and highly profiled group for an each outlet in the shopping mall.
 - Prepare Advertisement and assist in other marketing activities.
 - Support finance department by communicating tenants on all rentals, deposit and outstanding payments.
 - Conduct feasible study and prepare report to fix rent for new and existing properties.
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- **Intern at Indiana Hospital & Heart Institute– Karnataka, India 15th April,2015 to 9th June, 2015 .**
 - Intern in Marketing and Quality Department.
 - Duties & Responsibilities
 - Market Survey.
 - Identifying Pro and Cons of employees in the Pharmacy.
 - Identifying the reason for bouncing customers.
 - Promotional activities of Hospital in Corporates.
 - Making statistical reports of Market Survey.
 - Presentation of Reports to Higher Authorities
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- **Human Resource Executive at ThairaKadav Sand Mining Society, India for 3 years. From January, 2010-2013, (Part Time).**
 - Helping in Bench marking recruitment and selection of worker level category
 - Taking Care of Welfare, Hygiene, Safety and health related Matters.
 - Payroll Management.
 - Training and development for Blue collar Labors.
 - Organizing Medical Checkup for Employees.

Projects Done

- Project on “Customers Perception towards Indiana Hospital and Heart Institute”.
- Management in Action- Consultancy project at “Nagakripa stone Crushers”.
- Business Research on “Impact of Smartphone on the life of youth in Nitte”.
- Developed a business plan for a non-existing product “Herbal Comb”.
- Project on “Production Process of Saphalam Women’s cashew Marketing Society”

Extracurricular Activities

- Participated in Inter Collegiate Boxing Competitions and won Bronze medal in Kannur University
- Participated in Kerala State Children’s Educational Film Fest conducted by State Institute of Educational Technology, government of Kerala, And its workshop.
- Volunteered for NSS, NGO’s
- Organized an Event Management “NITTE UTSAV &DandayaRaaz” in 2014 & 2015

Computer Proficiency

- Operational skills in Windows XP, Windows 98, Windows 8 and Ubuntu.
- Operational skills MS Office Packages.

Skills

- Innovative.
- Positive Attitude.
- Effective Inter-personal skills.
- Good in building & maintaining relationships.
- Problem solving ability.
- Strong counseling & convincing techniques.
- Managing Human Resource.
- Leadership Quality & team work (Sub editor college magazine).
- Adaptable to new environment and people.

References

Will be furnished upon request.

Declaration

I hereby declare that above furnished details are true to my knowledge and belief.

DILSHAD T.