

MUHAMMAD UMAR

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Seeking a challenging position in a progressive and professional organization, which offers ample career growth opportunity, provide platform to develop professional competencies and skills in a competitive environment.

Skills

Team Oriented Competitive & Excellent Communication and Interpersonal Skills.

Initiative, Multitasking, Innovative & Strong value added delivery.

High Levels of adaptability, Flexibility to new environment, Changing demands, Business needs & requirement.

Able to work under pressure and meeting deadlines.

Professional Degree & Education

- Bachelor of Business Administration with **Singhania University, India**
 - Diploma of Higher Education with **Institute of Modern Technology, Pakistan**
 - Real Estate Certified Broker with **Real Estate Regulatory Authority, Dubai Land Department.**
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Work Experience

Vakson Real Estate LLC, Dubai, United Arab Emirates

May'19 – till date **Sales & Leasing Officer**

- Managing a Portfolio of 150 Premium Customers Individually
- Supervising team Managing Gold and Silver Customers and ensuring their needs & requirements is met.
- Specialist for Real Estate Valuation Services (Residential & Commercial)
- Coordinating with Premium/ Gold & Silver Customers to invest in high Yield Property
- Leasing and Management of Others People Property.
- Buying and Selling Real Estate Others People Property.
- Individually Leasing average 20 Units (Residential & Commercial) properties on a monthly basis
- Individually Selling average 5 Units (Residential & Commercial) properties on a monthly basis
- Individually adding 3 Units (Residential & Commercial) New Property to portfolio on a monthly basis
- Ensuring that the Units are properly listed & marketed through e channels, registered agents & Newspapers.
- Liaising with different Government Departments for Sale and Rent of Units
- Oversee all aspects of seller's transactions from initial contact to executed purchase agreement.
- Coordinate all public open houses and broker open houses.
- Develop networks and cooperate with attorneys, mortgage lenders and contractors
- Help manage risk and financial performance of engagements including billing, collections, and the budget for projects.
- Authorizing maintenance, repair, equipment, and supply expenditure.
- Determining rental income and negotiating lease agreements
- Training and supervising staff members and Groundskeepers.

Al Noor Jewellers LLC, Dubai, United Arab Emirates

Feb'04 – Jan'19 **Sales Manager**

- Grading of Loose Diamonds and Diamond Jewellery.
- Purchase of Loose and Certified Diamonds for stock, sale and specific requirements as well.
- Buying and Selling of Diamond Jewellery and Precious stones.
- Maintaining relationship with supplier and boosting sales with personal relations.
- Valuation and Verification of Jewellery brought for exchange.
- Random Inspection for stock.
- Coordinating with marketing department for preparing sales target.
- Arranging and providing the latest literature of Gems and Jewellery to the salesman.
- Analyze the market share and effectiveness of schemes.
- Training for staff.
- Coordinating with the salesman for their day- today problems.

Computer Skills

- MS Office
- Outlook Express
- Advance Internet
- Research Adobe, Internet

Personal Details

Date of Birth	:	November 12, 1984
Nationality	:	Pakistan
Address	:	Sharjah, UAE
Passport Expiry Date	:	March 31, 2024
Visa Status	:	Employment Visa.
Visa Expiry Date	:	May 12, 2023