



Khakasha Khalid Roshan

Dubai | +971 (0) 52 207 2388 | khakashakhalid13@gmail.com | [LinkedIn](#)

PROFESSIONAL SUMMARY

Professional Business Developer with more than three years of experience in the business development process. Involved in customer relationship management, networking, marketing, business development professional, communication and development of new business opportunities with a history of work experience with diverse colleagues, teams, and clients. Focused on maximizing opportunity while embracing innovation and technology.

CORE COMPETENCES

- CRM
- Operations
- Marketing
- Communication
- Customer Service
- Business Development
- Negotiation
- Computer Skills
- Research & Strategy
- Networking

WORK HISTORY

Real Estate Investment Advisor | Luxury Properties in Dubai | June 2021 - present
https://www.instagram.com/kasha_prestigedreamproperties/?hl=en - Freelancer

BUSINESS DEVELOPMENT MANAGER

[StonesStar International Real Estate](#) | Dubai | April 2019 - May 2021

www.stonesinternational.ae

- Generating leads and cold calling prospective clients and owners.
- Meeting with customers/clients face to face or over the phone.
- Contacting potential clients to establish rapport and arrange meetings with the CEO and sales manager.
- Training members of the team and arranging external training when appropriate.
- Develop and deliver the business plans through carrying out research on market though Reidin and formulate competitor's marketing strategy and deliver accurate business reports to CEO.
- Attending sales meeting and site visit to accurately deliver the Information to clients.
- Drafting and Managing the listing, forms and necessary documents of the company

EXECUTIVE ASSISTANT | PROPERTY MANAGER

[Al Ruwad Real Estate](#) | Dubai | July 2018 - March 2019

www.alruwad.ae

- Ensure timely and efficient updates of all records on CRM.
- Administering and monitoring service contracts in addition to the review of vendor/contractor
- Handling the developer broker portal, checking for availability and transferring the details of the property to the agent if required or asked.
- Maintaining the inquiry tracker and the agent's pipeline.

- Uploading, content writing, verifying, quality scoring & managing the listings on CRM and portals.
- Making of developer Agreement / tenancy contract / Form A, B, F and I.
- Scheduling the appointments and arranging the meetings for CEO.
- Attending clients meeting on behalf of CEO and undertaking the work and documentation.
- Scheduling the interview for the candidates and arranging the medical facilities to the new employees.
- Maintaining and renewals of the track record of the allocated car (Insurance, Mulkiya).
- Making an agenda of weekly meeting and reporting to the agent.
- Social Media Marketing (Facebook, Instagram & LinkedIn).

ASSISTANT ACCOUNTANT

Hunt and Harris Real Estate LLC | Dubai | Jan 2018 - June 2018

www.huntandharrisrealestate.com

- Preparing of payment vouchers of commission & salaries and assorting them in cheques.
- Maintaining the incoming and outgoing of rental cheque.
- Maintaining the SPA and contract files of sales and rentals.
- Payment of utility bills and services of the company.
- Online payment of DEWA, DU, ETISALAT, EMPOWER and TRN VAT registration.
- Follow up with the co-organisation and developer for the commission and cheque.
- Maintaining the security deposit cash/cheque of the tenant.
- Maintaining the petty cash flow.

BACHELOR BUSINESS MANAGEMENT | KARNATAKA UNIVERSITY

Oxford College | India

PRE-UNIVERSITY IN COMMERCE | KARNATAKA UNIVERSITY

Green Valley National College | India

- Best Manager Award in 2015 in Inter-College Accendo fest in Oxford College, Hubli.
- Student of the year award in 2017 in Oxford College, Hubli.

QUALIFICATION

ACHIEVEMENTS