

CURRICULUM VITAE

MUHAMMED JASIM V.V

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Dubai, UAE



REAL ESTATE AGENT-2 YEARS UAE EXPERIENCE

Profile Summary

Passionate and dedicated Real Estate Professional seeking to help sellers and buyers achieve their real estate goals through the implementation of best practices and principles. Adept in managing and overseeing all phases of the real estate process with care and ease.

Professional Experience

1. **Real Estate Leasing Agent (2020-2022).**
DNAAR PROPERTIES – Dubai, UAE.

Duties & Responsibilities:

- Facilitate lease agreement between landlord and clients.
- Stay up-to-date with all the property information including size, special features, expiration of current leasing agreements and pricing.
- Conduct a background check of the renters/buyers to handover the property.
- Qualify leads in a timely manner to build a pipeline.
- Consistently close deals at an average rate of at least 10 deals/month.
- Use your negotiation skills when needed to ensure closing.
- Attend sales and marketing trainings.
- Build a network with all prospects to ensure long-term/repetitive business
- Arrange open houses for property listing within the communities to increase exposure and traffic and build database

2. **Service Advisor – (2019-2020)**
PROTECTOL– Dubai, UAE.

3. **Service Advisor (2017-2019)**
DEVES GATE AUTOMOBILE– Bahrain.

4. **Service Advisor (2013-2017)**
GM MOTORS- Kerala, India.

Duties & Responsibilities:

- Ensure condition of vehicle is thoroughly checked and discrepancies noted and communicated to customer while receiving the vehicle; and record any customer requests.

- Ensure proper delivery of the vehicle to the customer and clearly communicate to the customer the jobs carried out.
- Qualify and confirm customer complaints and provide advice about vehicle repair, repair duration and warranty
- Ensure effective personal and telephonic communication with customers regarding charges, approvals and negotiations.
- Provide estimates of simple repairs to customer and negotiate repair charges (and service charges, if required)
- Achieved monthly financial targets set for Labour Hours, Parts and other sales.
- Manage and monitor Work in progress to ensure timely delivery of the vehicle to customer.
- Ensure customer is reminded about the next service du

Educational Qualification

- Automobile Engineering (Diploma)
- Board of public examination, Kerala (Higher Secondary).
- Board of public examination, Kerala (SSLC)

Strength

- Hard Working & Punctual
- Ready to Relocate.
- Professionally committed to the given task.
- Can mold myself easily according to the company's requirement.

SKILL

- Customer Service
- Effective Time Management
- Ability to Multitask
- Marketing and Sales
- Ability to Work under Pressure
- Real Estate Knowledge

COMPUTER KNOWLEDGE

- MS OFFICE
- Adobe Photoshop
- Automobile Diagnosis

Languages Known

- English, Hindi, Arabic & Malayalam

PERSONAL DETAILS

Date of Birth : 6th April 1992
 Nationality : Indian
 Passport Status : V2045009
 Marital Status : Married
 Visa Status : Visit Visa
 License : Bahrain (lite)

REFERENCES

Will be provided up on request