



**IRFAN IQBAL**

**Real Estate / Office Administrator**

Present Location: Ajman, U.A.E

Mob: 054-3056978

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### **Objective:**

To be the part of a dynamic institution and looking for a challenging and rewarding position where I could utilize my skills and abilities for an accelerated progression through my career

### **Professional Summary:**

- A total of 12 years' experience in Dubai & Ajman(Real estate operation & Office Admin) in the following companies:

<b>Company Name</b>	<b>: A.K PROPERTY (AJMAN)</b>
<b>Designation</b>	<b>: Real estate Office Manager</b>
<b>Joining Date</b>	<b>: November 2018 till Now</b>

<b>Company Name</b>	<b>: AVENUE REAL ESTATE BROKER LLC (DUBAI)</b>
<b>Designation</b>	<b>: Real estate Leasing Agent</b>
<b>Joining Date</b>	<b>: March 2014</b>
<b>Leaving Date</b>	<b>: October 2017</b>

<b>COMPANY NAME</b>	<b>: PROPER PROPERTY REAL ESTATE LLC (DUBAI)</b>
<b>Designation</b>	<b>: Real Estate Agent / Admin &amp; Office Assistant</b>
<b>Joining Date</b>	<b>: November 2009</b>
<b>Leaving Date</b>	<b>: March 2013</b>

<b>Company Name</b>	<b>: ALLIANCE TEXTILE MILLS PAKISTAN</b>
<b>Designation</b>	<b>: Admin &amp; Office Assistant</b>
<b>Joining Date</b>	<b>: August 1999</b>
<b>Leaving Date</b>	<b>: June 2009</b>

## **Duties and responsibilities:**

- Making Daily Reports.
- Interacting and negotiation with land lords and tenants simultaneously.
- Interacting and negotiation with Sellers and buyers simultaneously.
- Answering and uploading property details in various websites.
- Sending available property listing to different real estate agents by email and fax.
- Reporting to General Manager of the company about daily activities.
- Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
- Deliver excellent customer service, at all times.
- Be involved and contribute at team meetings.
- Carry out instructions given by the management team and head office.
- Handling apartment files (Managing landlord and tenant documents) Giving client brief details of the area.
- Closing Rental and Sale deals with different real estate agents.
- Hardly working to finalize the deals ASAP
- Customer follows ups for renewals and other services.
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## **Educational Qualification:**

- 1) BA Graduated from Punjab University Pakistan.
- 2) F.A (Faculty of Arts) B Grade  
Board of Intermediate & Secondary Education Rawalpindi. Pakistan
- 3) Matriculation (Science) B Grade  
Board of Intermediate & Secondary Education Rawalpindi, Pakistan

## **Technical Skills:**

Operating System : Windows 95, 98, XP, MS-Office 97, 2000  
Office Applications : MS Word, MS Excel, MS Power Point  
Internet : Internet Oriented

**Driving License : Valid UAE Driving license holder.**

## **Personal Details:**

**Date of Birth** : 15<sup>th</sup> December 1976  
**Nationality** : Pakistani  
**Languages** : English /Urdu /Punjabi  
**Visa status** : Employment Visa  
**Contact No** : 054-3056978  
**Email** : irfan2\_sheikh@yahoo.com

## **Declaration:**

I hereby declare that the above furnished details are true to the best of my knowledge and if I get a chance to work with you I shall discharge my duties in full satisfaction of my seniors and in benefit of the company.

Yours faithfully

Irfan Iqbal