

TAJAMAL HUSSAIN

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Objective:-

To work honestly and with dedication having a variety of technical and managerial responsibilities so that I can fully utilize my potentials and faculties.

Working Experience:

Commercial Real Estate Khawlah Mubrak Al Hasawi & Partners Center Co LLC (UAE)

Real Estate Executive

May 2018- up To date

After having a good understanding of the whole estate sector I was promoted to the Real Estate Executive and my major responsibility are as below:

- Interview clients to determine what kinds of properties they are seeking.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas.
- Answer clients' questions regarding rental payment, maintenance and repairs.
- Investigate clients' financial and credit status in order to determine eligibility for financing.
- Preparing rental contracts.
- Promote sales of properties through advertisements.
- Review property listings, trade journals and relevant literature in order to remain knowledgeable about real estate markets.
- Review rents to ensure that they are in line with rental markets.

Kuwaiti Commercial Real Estate Centre (UAE)

Real Estate Executive

Nov 2010- To April 2018

After having a good understanding of the whole estate sector I was promoted to the Real Estate Executive and my major responsibility are as below:

- Interview clients to determine what kinds of properties they are seeking.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas.
- Answer clients' questions regarding rental payment, maintenance and repairs.
- Investigate clients' financial and credit status in order to determine eligibility for financing.
- Preparing rental contracts.
- Promote sales of properties through advertisements.

- Review property listings, trade journals and relevant literature in order to remain knowledgeable about real estate markets.
- Review rents to ensure that they are in line with rental markets.

Maintenance Supervisor

May 2006- Oct 2010

As a Maintenance Supervisor my major responsibility were as below:

- Attend the calls of various tenants regarding their queries and booked the work requested on the software named Oracle.
- Allocate the manpower to fix the maintenance works, keep record and visit to approve the site for the work done.
- Administrated the Inventory Database.
- Arranging the transport facility to mobilize the workforce.
- Maintained the ongoing repair schedule for cars, registration, insurance and salik.
- Preparing the salary and overtime for the Maintenance staff.
- Various ad-hoc work e.g. procurement, general document filing.

Hibro Links (Pakistan) Computer operators

May 2004- Apr 2006

As a Computer Operators my major responsibility were as below:

- Composed the data.
- Prepared presentation on Power Point.
- Prepared the Customer Log.
- Provide technical services to various clients.

Best health Care (Pakistan) Data operators

May 2003- April 2004

As a Data Operators my major responsibility were as below:

- All the Stock purchased had to be put in the system.
- Reconciled the stock on Microsoft Excel.
- Prepared the Sales Invoices.

Education:

Progressive Model School Pakistan

Matriculate March1998- June2000

Personal Information:

Marital Status : Married
Religion : Islam
Nationality : Pakistan
Driving License : Light Vehicle

Computer Skills:

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Power point
- Internet browsing

Languages Skills:

- English Fluent in speaking, reading and writing.
- Arabic Fluent in speaking, and reading.
- Urdu Fluent in speaking, reading and writing.

Hobbies:

- Exploring Internet
- Watching movies
- Chatting