

JUNAID BIN RASHID



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PROFESSIONAL SUMMARY

A civil engineering graduate professional with 5+ years of experience in real estate (residential sales). Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hard working, detail oriented and possessing good communication skills by my peers, I can be relied upon to help your company achieve its goals.

SKILLS

Communication skills

Strategic planning

Conflict Management

Leadership skills

Delegation

Business Operations

Data Visualization

Team Working

Eye for detail

Email Communication

Contract Negotiation

Networking

Adaptability

EXPERIENCE

RELATIONSHIP MANAGER, Dubai

Surani Group, October 2023–May 2024

- Conducted regular meetings with clients to discuss their requirements and offered appropriate solutions
- Analyzed financial requirements of clients to match with bank's product offerings
- Built strong relationships with key stakeholders at all levels of an organization
- Exceeded sales goals by promoting products and services to maximize client financial needs
- Built and expanded existing client relationships through proactive contact and effective pipeline management
- Conducted market research to identify potential customers, analyze trends, and develop new business opportunities
- Developed and implemented strategies to improve customer relationships and loyalty
- Developed strategies to meet sales targets and understand customer needs
- Built strong relationships with customers and ensured their satisfaction
- Established relationships with key customers, providing personalized service and support
- Executed sales and used to oversee the sales process from prospecting to choosing details

PROJECT HEAD, Bangalore

Anarock Property Consultants Pvt. Ltd, November 2021–August 2023

- Collaborated and worked with other departments for smooth transaction of sales.
- Held daily check-ins with team members to set objectives and monitor progress.

- Organized and led kickoff and status meetings to communicate project expectations prior to project execution.
- Led meetings to detail project milestones, brainstorm ideas and determine appropriate techniques to manage tasks .
- Developed comprehensive project plans outlining timelines, milestones and resource requirements.
- Collaborate with clients to understand their vision and expectations for interior fit out projects.
- Lead and motivated cross functional teams.
- Assigned tasks, monitored progress and ensured that the team members adhere to the timelines.
- Conducted regular site inspections to monitor project process and addressed issues, if any.
- Identified cost saving opportunities and ensured projects are executed within budget constraints.

CLIENT RELATIONSHIP OFFICER, Bangalore

Freelance Real Estate Firm, January 2020–August 2021

- Established goal setting, progress meetings and cold call sessions to help hone new agent lead-generation skills
- Generated lists of properties that were compatible with buyers' needs and financial resources
- Determined what kinds of properties were sought
- Showed homes to prospective buyers
- Coordinated property closings, overseeing signing of documents and disbursement of funds
- Contacted previous clients for prospecting of referral business

EDUCATION

BACHELOR OF ENGINEERING IN CIVIL ENGINEERING, Bangalore

Visveswaraya Technological University, June 2021

REFERENCES

References available upon request