



# FAIZAN AHMED

EXPERIENCED BUSINESS PROFESSIONAL

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Results-driven professional with over 8 years of experience in sales, marketing, business development, and site management. Proven expertise in client relationship management, contract negotiation, and operational leadership. Strong background in the automotive and real estate industries, complemented by hands-on site management experience in the UAE.

## EDUCATION

**M.Com, Accounting and Finance**  
University of Central Punjab (UCP)  
Islamabad, 2018 - 2020

**Bachelors of Arts**  
Gomal University Islamabad  
2017 - 2018

**ADP, Accounting & Finance**  
University of Central Punjab (UCP)  
Islamabad, 2014 - 2016

**I.Com, Accounting & Finance**  
Punjab College of Commerce (PCC)  
Islamabad , 2012 - 2014

## TRAINING & COURSES

**Business Entrepreneurship**  
CrashCourse

**Business English Course**  
BED

**Business Management and Entrepreneurship Course**  
(Small Business Owners)

## EXPERIENCE

**Site and Marketing Manager | Al Malak Al Dhabi | Dubai, UAE (May 2024 - Present)**

- Managed and supervised daily site operations, coordinated with clients, contractors, and teams to achieve project deadlines and quality standards.
- Oversaw budgeting, resource allocation, and workforce management to optimize productivity.
- Implemented problem-solving strategies to address on-site challenges and improve efficiency.

**Real Estate Agent | Rehan Real Estate Agency | Gulberg Green Islamabad, Pakistan (2023 - 2024)**

- Conducted market analysis, facilitated property transactions, negotiations, and legal documentation processes.
- Built and maintained relationships with investors and high-net-worth clients.
- Managed property listings, marketing campaigns, and customer inquiries.

**Accounts Assistant | HMB Construction (pvt.) Ltd. | Bara kahu, Islamabad, Pakistan (2019 - 2023)**

- Assisted in preparing and analyzing financial statements, supporting budgeting and forecasting processes.
- Ensured accuracy in financial reporting and coordinated with internal teams for timely data collection.
- Supported audit processes with necessary documentation.



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## CAREER OBJECTIVES



Seeking a challenging role in a dynamic organization to leverage skills in business growth, strategic planning, and team leadership.

## SKILLS

- Business Development & Client Relations
- Sales & Marketing Strategies
- Team Leadership & Management
- Contract Negotiation & Closing Deals
- Site Supervision & Project Coordination
- Real Estate & Automotive Sales
- Market Research & Competitive Analysis
- Strategic Planning & Problem-Solving
- Financial & Operational Management

## COMPUTER SKILLS

- Microsoft Office Suites (Word, Excel, PowerPoint)
- Project Management Tools
- Basic knowledge of SPSS

## LANGUAGES

English - Fluent  
Urdu - Native  
Punjabi - Native

## EXPERIENCE

### **Automotives Sales Executive | MZ Motors | I-8 Islamabad, Pakistan (2018 - 2019)**

- Led strategic marketing initiatives, managed client relationships, conducted market research, and developed promotional campaigns.
- Negotiated contracts and closed high-value sales deals, supervised a sales team, providing training and performance guidance.

### **Business Owner | Smart Tour & Travels | Rent a Car Bharakahu, Islamabad, Pakistan (2015 - 2018)**

- Established and managed a successful car rental business, handling operations, client acquisition, and fleet management.
- Developed strategic partnerships and ensured high customer satisfaction.
- Managed financial accounts, contracts, and business expansion strategies.

## DRIVING LICENSE

Valid UAE Driving License holder