

BEHRAM KHAN

BUSINESS DEVELOPMENT ASSOCIATE - ZAMEEN.COM

CONTACT



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House no 24/A, near Jamia Masjid
Risalpur Cantt, Nowshera

TECHNICAL PROFILE

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- HTML & CSS
- Wordpress
- SEO

COURSES

- HTML & CSS
- Wordpress
- SEO
- Elementor Page Builder
- WPBakery Page Builder

ABOUT ME

A dominating individual possessed with strong interpersonal skills. Committed over providing professional expertise even under most difficult circumstances while meeting strict deadlines, besides giving attention to detail. Have excellent written and verbal communication skills

WORK EXPERIENCE

Sales Executive | January 2022 till date Zameen.com

- Meet with prospects and clients interested in properties to offer them real estate deals
- Communicate with clients to identify their requirements and choice of property
- Oversee the preparation and approval of documents such as booking forms and sale purchase agreements
- Coordinate the closing of property deals to ensure vital documents are signed and payment received Oversee arrangements to give prospective buyers the view of a property before closing deals
- Conduct the inspection of a property to ensure the terms and conditions of sales are met before closing sales deals
- Provide periodic reports to company management on sales and generated returns
- Maintain contact with clients to have opening to discuss future business prospects
- Participate in seminars, conferences, and events to improve on existing job knowledge and expand personal network.

Sales Executive | April 2021 - December 2021
Landmark Estate & Builders

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EDUCATION

Abdul Wali Khan University Mardan | Class of 2018

MBA (Finance)

Abdul Wali Khan University Mardan | Class of 2014

B.com

Mardan Board | Class of 2009

Intermediate

Federal Board | Class of 2007

Matriculation

COMPETENCIES

- Staff Management
- Verbal and written communication
- Improvement initiatives
- Operations management
- Negotiation
- Conflict management and resolution
- Observant and work well under pressure
- Motivated and goal-oriented