



SHAHBAZ KHAN

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ACCOMPLISHMENTS

EmCredit

Successfully meeting the requirements of Emcredit Training by ENBD training professionals.
Year - 2009

Work Star Award

Certificate was presented with appreciation to work star award.
Year - 2017

Virtual Assistant

VA/FFL Successfully completed Video Boot Camp Course for Virtual Assistant Amazon.
Year - 2021

Ace of The Month

Awarded Best Performer of the month for getting Inventories and Listings for the company and providing assistance to the sales team.
Year - 2023

Professional Summary

Results-driven Banking and Real estate professional in Dubai and Pakistan seeking a challenging position in a dynamic organization. Utilizing my extensive experience in financial analysis, risk management, and commercial lending, I aim to add value to the organization by developing innovative solutions that meet the needs of clients and stakeholders. Possessing a strong track record of meeting and exceeding sales targets, I am committed to delivering exceptional service to clients while maximizing profitability and minimizing risk.

Work Experience

AUG 2022- MAY 2023

Spades Real Estate Brokers(Dubai)

Property Consultant

- Establish, develop, and maintain relationships with clients and potential investors to generate sales.
- Guide clients in making viable property purchase decisions by advising them on ROIs location, equity growth etc.
- Identify clients' needs, preferences, and financial appetite to provide excellent customer service throughout the buying process.
- Obtain and maintain an in-depth understanding of all aspects of the property market, including market intelligence, developer launches, market trends, and other market conditions.
- Find and attract clients through networking and participating in international exhibitions.
- Provide dedicated services to buyers and investors and assist in purchasing and selling, primary and secondary real estate properties.
- Presenting, promoting and marketing new off-plan projects, secondary market properties to generate leads, and increase sales.
- Maintaining an extensive database of all properties for sale.
- Act as a brand ambassador to Spades Real Estate.

JAN 2022- JULY 2022

Skills Builders (Bahria Town Karachi) (Pakistan)

Senior Sales Executive

- Responsible for achievement of Monthly Sales Targets.
- Daily client's leads generated by company and managing client's visits and briefing clients on the project.
- Converting Walk-in customers into potential client's by providing professional property services.
- Sale Purchase activities of apartments, villas and plots.
- Daily Cold-Calling on Company generated leads.
- Managing Team to make sure working as a team to achieve Monthly sales targets

MAY 2021- DEC 2021

Land Masters (Pakistan)

Property Recovery Analyst

- Preparing Reports of Delinquent customers in order to recover dues. Preparing settlement files and maintaining the records.
 - Preparing MIS of delinquent and irresponsible customers to close the deals.
 - Responsible for achievement of Monthly Sales Targets.
 - Daily client's leads generated by company and managing client's visits and briefing clients on the project.
 - Converting Walk-in customers into potential client's by providing professional property services.
- Sale Purchase activities of apartments, villas and plots.
- Daily Cold-Calling on Company generated leads.
 - Managing Team to make sure working as a team to achieve Monthly sales targets.

SEP 2016- MAR 2021

Finance House PJSC

Operations Assistant, Branch Operations

- Generating CIF and repayment account for new customers.
 - Disbursing the loan after deduction of insurance and processing fee through (Manager's Cheque, Prepaid Card or Bank Transfer)
 - Update the repayment schedule and loan tenor, as applicable on part-prepayment.
 - Generate DDA claim letters
 - Amend the repayment schedule in system (T-24) as per the approval for Installment Deferral.
- Collection of Fees & Charges.
- Processing of Installment Deferment. (Commercial, Retail Loans).
 - Rescheduling Loans.
 - Settlement of Loans (Commercial, Retail and Islamic)

AUG 2010- APR 2016

Commercial Bank International

Operations Assistant, Clearing Unit

- Handling with care all the cheques and related documents to ensure Safety / Verification / System Updates and Transactions are correct and error free.
- Process all financial transactions (BDS/Web Facing/ICCS/Easy Cheque)
- Outward Clearing: Scan Data feeding and verification of outwards clearing cheques within the cut off time of Central Bank. Outward reports to be faxed to respective branches daily.
- Inward Clearing: Technical verification of Inwards cheques and posting to respective accounts. Insufficient & Unsuccessful reports to be faxed to respective Branches & CBG within cut-off times
- Inward Cheques Approval: Posting of inward returns as per the approval from RBG & CBG. Insufficient funds cheques to be passed only with credit approvals only.

- OBC/IBC: Processing of OBC/ IBC within Central Bank TAT, and maintaining of records
- Administrative: Vouchers & Physical cheques to be recorded and forwarded to Info Fort Compiles and prepares reports, presentations, control sheets and other documents as instructed.

AUG 2008- FEB 2010

Emirates NBD

Branch Processor, Emirates Money

- Generating and maintaining Personal Loan Files and the Application ID in the System (Finn one CAS).
- Daily reporting to management of no. of ID's Generated, Processed, and Forwarded to the Relationship Managers for the Further Process.
- Daily reporting and management of all Insurance Files sent to the Insurance Department for further process.
- Daily Disbursal Report
- Monthly Target Plan Report for Sales Officers
- Maintaining and reporting key performance indicators to management daily.
- Month End Reconciliation Report.
- Contact Point for External Teams
- Year End Reconciliation Report
- Assessing cases that has been logged in by sales to ensure all required documentation is available for offer generation process after final credit approval
- Liaising with developers, insurance brokers, sales, and credit departments to bring cases to their logical end
- Maintaining Turnaround Time MIS from Credit Department for All the PL Cases.

Education

GRADUATED IN 2013

Preston Institute of Management, Science and Technology
Bachelors in Business Administration

Languages

URDU —

ENGLISH —