

SAJID ALI KHAN

Director/Senior Real Estate Consultant



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House # V-254, Street # 10,
Mohallah Ghausia, Chaklala,
Rawalpindi

EDUCATION

- Master of Science
(Administrative Sciences)
- Post Graduate Diploma
(Human Resource Management)

SKILLS

- Federal and Local Real Estate Laws
- Local Property Market Expertise
- Proficient in Microsoft Office Suit
- Interpersonal and Negotiation Skills
- Customer Service
- Marketing
- Social Media Networking and Property Information
- Strong Organizational Skills
- Valuating Properties

CREDENTIALS

- Authorized Dealer of Army Housing Directorate, GHQ, Rawalpindi.
- Defense Housing Authority (DHA)

UNITED NATIONS ACHIEVEMENTS

United Nations Department of Safety and Security (UNDSS) United States;
<https://dss.un.org/>

- BSAFE
- Information Security Awareness- Foundational
- Repairing and Responding to Active Shooter Incidents

UNICEF - New York, United States:
<https://www.unicef.org/>

- Engaged and Heard! UNICEF Training on Adolescent Participation and Civic Engagement
- Leadership in Fleet Management

SUMMARY

Dedicated and licensed realtor with 8+ years of residential and commercial sales experience and property management within the Karachi and Islamabad area. Extremely knowledgeable about real estate procedures, laws and trends. Highly productive and organized, striving to provide the best service to the client possible. Committed to achieving client success and satisfaction every step of the way. Expert in planning and integrating new customer prospecting campaigns. As a recent Certified Property Manager, is up-to-date with real estate trends and constantly improves property management skills.

PROFESSIONAL EXPERIENCE

Director/Senior Real Estate Consultant (Mar.2021-Present)

ZedEx Property Consultants®, Islamabad

- Prepare documents such as representation contracts, purchase agreements, closing statements, leases and deeds.
- Accompany buyers during inspections of property, advising them on the suitability and value of the homes based on current market conditions.
- Conduct quarterly seminars and training sessions for sales agents to improve sales techniques.
- Evaluate mortgage options helping clients obtain financing at the best rates and terms.

Real Estate Agent

(Oct.2016-Feb.2021)

ZedEx Property Consultants®, Karachi

- Compared current properties with similar recently-sold properties to determine competitive market prices.
- Promoted property sales through advertisement, open houses, multiple listing services and other online advertising platforms.
- Led and taught a team of 5 to generate lists of available properties based on market demand and prepare and handle all customer's documents such as deeds and leases.
- Interviewed clients to determine what property they were seeking, generating lists to meet those requirements from available properties.
- Create real estate sale properties lists with information on location, rooms square footage, etc.
- Led the negotiation process between buyers and sellers.

CERTIFICATIONS & LEARNINGS

E-learning College, United Kingdom: www.elearningcollege.com

- Administrative Skills (Short Course)
- Business Management (short course)
- Leadership & Management (short course)
- Project Management (short course)
- Risk Management (short course)

Humanitarian Leadership Academy, 1 St John's Ln, London EC1M 4AR, United Kingdom:

<https://www.humanitarianleadershipacademy.org/>

- Agile Project Management – An Introduction
- Agile Project Management – The Scrum Method
- Becoming an Effective Leader
- Facilitation Skills
- Interview Skills
- An Introduction to Proposal and Report Writing
- Leading Innovation and Change
- Meeting Skills
- Objective Setting
- Presentation Skills
- Project Management Leadership
- Strategic Thinking
- The Recruitment Process
- Using Teamwork to Boost Performance