

WAQAR ALI ASHRAF



Contact: +995-596116880, Email: georgiarealtor2023@gmail.com, Residence: Tbilisi, Georgia.

CAREER OBJECTIVE:

With an experience of more than 8 years in the field of Sales Executive, Residential and Commercial Property Sales and Rent, Accounts role and expertise in Administration, Public Relation (PRO) & Office coordination in the diversified industry of Real Estate, Tourism, of UAE region. Currently looking for a better opportunity in Real Estate, Administrative, Sales, Accounts, services in an established organization where my experience can be invested for the growth of both.

CAREER PROFILE/SKILLS:

- **Public Relation Officer**
- **Accounts**
- **Real Estate Industry**
- **Office Administration**
- **Sales Executive**
- **Rent and Sales (Residential and Commercial) Dubai-Sharjah**
- **Business operations Corporate**

Skills & Abilities:

Time management with Smartness	Conflict management Positive	Client management Loyal
Positive & calm attitude Care	Team player Leader	Problem solver Quickly

PROFESSIONAL WORK EXPERIENCE:

Organization: [Al Manarah Investment & Development Centre LLC \(Dubai-Sharjah\)](#)
(Sales Executive)
Tenure: Oct 2016 to Jan-2023
Designation: Branch Administration, Sales Executive & PRO

Responsibilities:

- Dealing with Clients for Sale and Rent with Proper Professional way, Residential and Commercial Property.
- Processing of all types of applications and paperwork to the local government bodies
- Schedule meetings and travel arrangements
- Recruiting & visa processing
- All Type Office Work, Bank Work, and Event & Exhibition Management.
- Office maintenance & facility handling
- Support budgeting and legal procedures
- Supervise administrative & operational staff and monitor responsibilities to ensure performance

- Coordinate office operations to secure efficiency and compliance as per policies
- Renewal, company license, fulfillment of required surveys, manages bank transactions and all office documentation
- Coordination for company's legal matters
- Manage office staff, phone calls, e-mails and in/out logistics
- Office maintenance & facility handling
- Support Admin manager & supervise operational staff
- Worked for UNO specifically to coordinate with captains & senior management
- Completing paperwork with the customer and taking payments
- Relationship management with car mechanics & showrooms, customers, insurance companies
- Business development by engaging new customers
- Coordination with internal & external teams
- Provides internal administrative service

Organization: **Adil Al Suwaidi Real Estate UAE.**
(Sales Executive)
Tenure: Jan 2016 to Sep 2016
Designation: Sales Executive

Responsibilities:

- Find Properties, Direct From Owner,
- Property Advertising
- Tenancy Contract & Ijari processing
- Office maintenance & facility handling
- Deal with Banks, Cash, Cheque, PO, Bank Statement
- Residential and Commercial Properties All Types
- Deals With Agents And Corporates
- Exhibition and Events Management

ACADEMIC EDUCATION:

DEGREE/CERTIFICATION	EXAMINING BODY:	YEAR
Intermediate	Board of Intermediate Education, Pakistan	2007
Matriculation	Board of Secondary Education, Pakistan	2005

PERSONAL INFORMATION:

Residence : Tbilisi, Georgia
UAE INTL Driving License : Valid 13/SEP/2025
Marital Status : Married
Passport Number : KD1841832 Valid 23/JUN/2024
Nationality : Pakistani
Languages : English, Arabic, Urdu, Hindi, Punjabi
Date of Birth : 25/12/1993

REFERENCE:

Reference will be furnished on demand.