

NISHAT HASIN KHAN

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Career Objective

I am an experienced Real Estate Sales Representative with vast knowledge in real estate transactions, negotiations, and processes. Having been in the real estate industry for years now, I have acquired sufficient and dependable knowledge in marketing properties. If given the opportunity, my goal is to triple the company's Return of Investment by conducting massive advertisement of the company's properties. I am very confident that I will be a great asset to the company.

EXPERIENCE

1. Real Estate Sales Representative in (SPENTA)

(February 2021 - Present)

Role as sales representative

➤ PROFESSIONAL ACCOMPLISHMENTS

- Highly experienced in buying and selling properties
- Good knowledge of real estate laws and procedures
- Wide knowledge of people management procedures
- Familiarity with marketing techniques
- Ability to convince customers to buy properties
- Ability to develop good relationships with prospective customers

➤ CAREER HISTORY

- Maintained list of available properties and sites.
- Advertised properties for sale in Internet and publications.
- Showed properties to prospective buyers and explained about features and costs.
- Provided suggestions to clients on home renovations, market trends and mortgages.
- Mediated between seller and buyer to negotiate property price.
- Prepared purchase documents and closing documents for clients.
- Interviewed clients to obtain their house requirements and budget.
- Presented properties to clients with fair market price.
- Provided information to clients on property prices and mortgages.
- Coordinated with Home Inspector, Loan Officer and other professionals to close sales.
- Completed loan paperwork and purchased documentations for clients.
- Worked with Attorney to complete all legal aspects of purchases.

2. SALES ENGINEER IN (PMX BHIWANDI)

(march 2020 – February 2021)

Role as sales engineer

- Advising customers on how best to use the products or services provided.
- Collaborating with the design, production, engineering, or research and development departments of the company to determine how products and services could be made or modified to suit the needs of the customer.
- Selling and consulting on technologically and scientifically advanced products.

- Using technical skills to demonstrate to potential customers the usefulness of the product or service and how it may suit the customer better than competing products.

3. SITE ENGINEER IN (AKS ELECTRICAL CORPORATION) (JUNE 2018 – February 2020)

Role as a site engineer

- Technical support of the manufacturing and the commissioning engineers concerning analysis of technical problems and answering of technical inquiries
- Creation of electrical wiring diagrams and manufacturing documents.
- Creation of electrical wiring diagrams and manufacturing documents and time scheduling
- Technical management, planning and controlling of one's own engineering work packages
- Commissioning and attending the testing with departments
- Coach and mentor team members within the facility in areas of expertise including technical training, problem solving, and knowledge transfer
- Coordinate the aspects of electrical system design with other engineering disciplines including Environmental, Civil, Mechanical, HVAC, and Architectural
- Price Negotiation with the vendor.
- Maintaining & building a strong and trustable relationship with clients by taking regular feedback from them regarding our product & services

(May 2009 to MAY 2013)

4. TEAM LEADER IN (sales medication)

Role as a Team Leader

- Responsible for overseeing the day-to-day operations of the team, distributing the workload evenly amongst staff and making sure motivation and performance levels are maintained.
- Allocating jobs and workloads to individual staff members based on their ability.
- Implementing new initiatives and making sure all staff understand them.
- Giving prompt and accurate information on individual staff member performance.
- Making sure all tasks given to staff are done on time and to the required standard.
- Ensuring a clean, safe and friendly working environment for all team members.
- Ensuring that there is a certain level of slack in the system to cover busy periods.
- Managing any staff sickness levels and organizing the necessary cover.
- Making sure that Health & Safety rules are strictly followed by all team members.
- Establishing team and staff targets as a reflection of the company's objectives.
- Providing accurate information to senior managers on key issues.

EDUCATIONAL QUALIFICATION

ELECTRICAL ENGINEER (B. Tech) from Pune, INDIA

- Certified in Post Graduate Diploma in Industrial Automation
- Certified in Electrical Designing And Drafting

TECHNICAL EDUCATION

Proficient in

PLC & SCADA

PLC Software (Allen Bradley , Siemens , Modicon (Schneider) , GE Fanuc)

ALLEN BRADLEY :-(RSLOGIX500PRO)software

SIEMENS :- (SLC 500) software

MODICON :- (UNIT 4 PRO-XL) software

GE Fanuc :- (Proficy Machine Edition) software

***Knowledge of** PLC , SCADA , HMI , Electrical , Instrumentation , Drives , DCS , Panel Designing

***Knowledge of** CCTV, BIOMETRIC SYSTEM, FIRE ALARM, SPRINKLER, VALVE, FIRE EXTINGUISHER

Proficient in

Electrical Designing And Drafting

- Experience in reviewing designs to assure compliance with engineering design, applicable codes, constructability, and industry standards
- Ability to work in and foster a strong team environment with minimal supervision
- Good working knowledge of the procurement process
- Knowledgeable of the design, construction, or operation of an electric generating plant
- Good performance management skills
- Knowledge of industry codes and standards as they relate to design and construction
- Profibus
- Strong communication skills (verbal/written/listening/presentation)
- Problem solving skills with ability to analyse and recommend solutions on problems

Operating System : DOS, Windows 98/10

MS.OFFICE : MS Excel / Word / Power Point

SKILLS

Language Known (Speak, Read, Write)

ENGLISH



ARABIC



HINDI



URDU



PERSONAL SKILLS

Hardworking



Leadership



Quick Learner



Sincere



Honest



OTHER DETAILS

Personal skill

- Strong Analytical Problem solving, Innovation, Adaptability and Quick Learning skills.
- Work well individually as well in team, hard working. Highly organized and dedicated, with a positive attitude.
- Able to handle multiple assignments under high pressure.
- Consistently meet tight deadlines.
- Thrive on working in challenging environment.
- Excellent Communication, listening and motivating skills.
- Ability to learn quickly is my forte that has helped me successfully manage various jobs given.
- Ability to work with a team of dedicated professionals for achieving the deadlines for the execution of work

References available upon request

THANK YOU