

Abida Ameen

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Objective

highly motivated to take on audacious problems, bring imaginative new approaches to solving them, and work collaboratively to advance knowledge and make meaningful contributions to your organization.

Experience

Kings Group | CEO Secretary **2020 Till Date**



- Provide secretarial and administrative services to the CEO of reputable real estate company.
- Effectively performed tasks such as invoicing, client intake, paperwork, filing, managing all incoming calls, scheduling events, setting up company events.
- Maintained property listings and handled all client correspondence.
- Helped design effective marketing strategies, targeting prospective clients and new leads.
- Managed systems and databases for sellers, buyers, and administration.
- Maintained office calendar and scheduled showings.

Palm Group of companies | Senior sales executive **2019 – 2020**



- Excelled in client development, public relations, customer follow-up and property management.
- Demonstrated exceptional prospecting skills by generating extensive client base through aggressive marketing and personal referrals from satisfied buyers and sellers.
- Advised and informed prospective clients on current market activities/condition and the negotiation process of real estate transactions.
- Worked under stringent time constraints, always exceeding deadlines and goals.
- Helped clients decide between financing options to ensure satisfaction.
- Analyze market trends, conditions, and activities to accurately advise clients and develop competitive market proposals.

Build Better Homes (BTK) | Marketing manager
2018 – 2019

- Set and managed appointments to show homes to prospective clients.
- Compared recent property sales to current holdings to ensure competitive market price.
- Helped clients decide between financing options to ensure satisfaction.
- Kept up to date on competitive real estate knowledge through attending conventions, reviewing listings and trade journals.
- Experienced with legal matters related to the real estate sales process.
- Generated lists of properties compatible with buyer requests and needs Coordinated property closings and oversaw closing procedures.

Karachi Hills (KGC) | Customer relationship officer
2017 – 2018



- To attend inbound calls and assure courtesy and customer satisfaction.
- Maintaining disciplinary parameters (schedule / Punctuality / Discipline)
- Responding to all the emails at official contact center address for activation de-activation of debit and credit cards.
- Solve customer problems on spot or forward it with necessary information to the concern department to solve customer problems on spot or forward it with necessary information to the concern department.

Education

Bachelor of Commerce	2011-2013
Higher secondary school	2011
Secondary School	2009

Personal Information

Father Name	Ameen Siddiqui
Date of Birth	24-09-1995
Marital Status	Single