

# ROMAN KHAN

Sales Professional | Leasing Expert



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Bay , Dubai, UAE

## Summary

Sales Officer & Leasing Specialist with strong skills in client communication, property advising, and closing deals in competitive markets. Experienced in identifying customer needs, presenting suitable leasing options, and achieving monthly sales targets with consistency. Known for building long-term client relationships, handling inquiries professionally, and delivering excellent customer service. Skilled in negotiation, lead follow-up, and maintaining accurate documentation. Motivated, confident, and committed to contributing to company growth with a proactive and customer-focused approach.

## Recent Projects Worked On

- One Of One Luxury Collection  
(business Bay)
- Moon Tower ( Marina )
- Vita Residence ( Al Sufouh )
- Levandar Tower ( Al Sufouh )

## Expertise & Certifications:

- Lead Generation Expert
- Fb & Insta Ads Expert
- Shopify Expert
- Google Ads Expert
- SEO Expert
- Content Specialist
- Graphic design and video Editing Skills

## WORK EXPERIENCES :



### SALE OFFICER

#### ALREEMREALSTATE DEVELOPEMENT

JANUARY 2025- Present / Current

- Develop and maintain strong relationships with new and existing clients to drive consistent sales performance.
- Identify customer needs and recommend suitable products or services to achieve high conversion rates.
- Conduct presentations, property tours, and product demonstrations to potential clients.
- Generate and follow up on leads through calls, messages, and client meetings.
- Negotiate prices, contract terms, and payment plans to close successful deals.
- Maintain accurate records of sales activities, client interactions, and pipeline status.
- Achieve monthly sales targets through effective planning and market awareness.
- Coordinate with internal teams to ensure smooth processing of contracts and documentation.
- Provide exceptional customer service and handle client inquiries professionally.
- Monitor market trends, competitor activities, and pricing strategies to stay updated.



## **Sales & Leasing Executive**

### ***MBCReal Estate LLC***

November 2023– January 2025

- Manage full leasing cycle, including property listings, client inquiries, property tours, and contract finalization.
- Present available units to potential tenants, highlighting features, pricing, amenities, and lifestyle benefits.
- Handle tenant screening, documentation, and verification to ensure qualified and reliable occupancy. Prepare tenancy contracts, renewal forms, Ejari processing (if applicable), and other leasing documentation.
- Coordinate with landlords, property owners, and management teams on unit availability and pricing updates.
- Maintain up-to-date knowledge of market rental trends to advise clients accurately.
- Resolve tenant issues, concerns, and move-in/move-out procedures professionally.
- Update CRM systems with leads, appointments, follow-ups, and closing details to ensure accurate reporting.
- Create marketing content for property promotions, including photos, listings, and online advertisements.
- Achieve monthly leasing targets through consistent follow-up, client communication, and effective negotiation.



## **SALES & ACCOUNTS MANAGER**

### ***Diamond RealEstateLLC (Ajman)***

March 2021– 25 October 2023

- Manage client accounts, maintain records, track payments, and ensure timely financial follow-ups.
- Develop and implement sales strategies to achieve revenue targets and business growth.
- Handle customer inquiries, prepare quotations, negotiate deals, and finalize contracts.
- Build strong client relationships to encourage repeat business and long-term partnerships.
- Prepare financial reports, sales summaries, and account statements for management review.
- Coordinate between sales, finance, and operations teams to ensure smooth workflow.
- Monitor outstanding payments, issue invoices, and ensure accurate account reconciliation.
- Analyze market trends and competitor activity to enhance sales opportunities.
- Lead customer service initiatives to resolve issues and maintain high client satisfaction.
- Maintain organized documentation, CRM updates, and account records for audit readiness.



## **Digital Marketer**

### ***TheDigi Creatives***

October 2016- November 2018

- Creating content, including text posts, videos, and images for use on social media.
- Promoting products, services, and content over social media, in a way that is consistent with an organization's brand and social media strategy.
- Scheduling social media posts using applications such as Buffer and TweetDeck.
- Interacting with customers and dealing with customers' inquiries.
- Developing new social media strategies and campaigns.
- Managing a budget to be spent on promoting social media posts and pay-per-click (PPC) advertising.
- Keeping track of data and analyzing the performance of social media campaigns.
- Collaborating with colleagues from across marketing departments to ensure branding is consistent.
- Meeting with clients and other stakeholders (such as social media influencers).

## **HOBBIES**

- Reading Books
- Reading News Papers and Articles
- Internet Surfing
- Research
- Writing
- Content Creating
- Exploring new learnings

## **OTHER INFORMATION**

**Nationality:** Pakistani

**Languages:** English, Urdu,  
Hindi, Arabic( Basic )