



RIZWAN ASIF

Self motivated, goal-oriented and responsible person. Seeking for such a professional environment that encourages continuous learning and creativity providing exposure to new ideas and where enhancing professional growth and problem solving skill are well appreciated .

CONTACT



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Dubai



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SKILLS

MS

Word

MS Excel

Quickbook

EDUCATION

2008-2009 Matric in Science

2009-2011 FSC (Pre Eng.)

2011-2014 B.com IT

SOFT SKILLS

- File maintenance
- Time management
- Accurate data entry
- Report management
- Organization skills
- Negotiation skills

LANGUAGES

English

Urdu

HOBBIES

- Reading
- Badminton
- Movies



OBJECTIVE

Trying to make my life better by working in the good company. I am sure I will be excellent in this career because I am ambitious . I like challenges and always fight for achieving my company goals.



EXPERIENCE

Shawad property management LLC (2023) Continue
Working in Property management company in **DUBAI** from Nov 2023 .

Managing the deverse portfolio of residential properties . Generate leads from networking
Present and pitch our property management service to potential client

Implement new tenant onboarding processes

Close deal and negotiate contract to secure new business. Stav informed about market

Logistic control officer (2017-2023).

Started my career at Wateen Telecom as an Administrative Assistant and transitioned to the Logistics Department, where I served as a Logistic Control Officer for 4 years. Managed complex logistics operations, ensured efficient inventory control, and maintained high standards of customer service. Developed strong organizational, problem-solving, and communication skills, consistently meeting and exceeding operational targets.

Customer relation officer(2014-2017).

Work as a CRO in **Abacus consulting**

Experience in communicating with difference clients and resolve their issues

Follow up customer by calling and taking there feedbacks