YASIR HAYAT



+92-345-2215927

Block-2, Clifton, Karachi

Yasirhayat10@gmail.com



**OBJECTIVE**



Dedicated and accomplished administrator with 1 years of experience in overseeing daily operations, managing teams, and implementing efficient processes. Seeking a challenging administrative role to leverage my expertise in optimizing organizational performance and contributing to the success of the company.

**EDUCATION**

**2014 RERA CERTIFIED CERTIFICATE**

**2007 BACHELORS IN ARTS (B.A) FROM KARACHI UNIVERSITY**

**2006 ADVANCE DIPLOMA IN MULTIMEDIA FROM ARENA MULTIMEDIA**

**2004 INTERMEDIATE (COMMERCE)**

**2001 MATRIC (BIO-Science)**



**LANGUAGES**

**WORK EXPERIENCE**

English

Urdu

**03/2023 – 02/2024 Administrator Cum Document Controller**

**Rahim Builders, Karachi, Pakistan**

* Oversaw and managed administrative functions, ensuring seamless operations and timely execution of tasks.
* Developed and implemented standardized procedures resulting in increase in overall efficiency.
* Coordinated with department heads to facilitate cross-functional communication and collaboration.
* Successfully supervised a team of administrative staff, providing guidance and support to achieve individual and team goals.
* Monitored and maintained office supplies, equipment, and facilities to ensure a productive work environment.

**SKILLS**

Administrator

Communication

Independent working

Ms Word, Excel

2D Graphics

**01/2021 – 02/2023 Administrator Cum Document Making**

**Kainat Associates, Karachi, Pakistan**

* Assisted in organizing and coordinating company events, conferences, and meetings, both in-person and virtual settings.
* Prepared and presented reports to senior management, highlighting key performance indicators and actionable insights.
* Handled confidential and sensitive information with the utmost discretion and maintained data integrity.

3D Graphics

Typing

**EXTRA-CURRICULAR ACTIVITIES ACHIEVEMENTSACTIVITIES & ACHIEVEMENTSENCE**

* Worked in DEFCLAREA Real Estate Elections.
* Actively worked on administration Department in DEFCLAREA.

**04/2016 – 12/2020 Broker (Agent)**

**Sindh Estate, Karachi, Pakistan**

* Manage a portfolio of residential properties, conducting market research and analysis to determine competitive pricing and market trends.
* Lead a team of real estate agents, providing training and guidance to achieve sales targets and exceed client expectations.

**REFERENCE**

Upon Request

**05/2014 – 03/2016 Broker (Agent)**

**Tristar Real Estate, Dubai, UAE**

* Develop and execute innovative marketing strategies, including online and offline channels, to attract potential buyers and sellers.
* Negotiate and finalize sales contracts, ensuring favorable terms for both parties and facilitating smooth transaction processes.

**03/2013 – 04/2014 Broker (Agent)**

**The Executive Real Estate, Karachi, Pakistan**

* Successfully closed real estate transactions, including residential properties, commercial spaces, and investment opportunities.
* Conducted property showings and open houses, effectively showcasing properties to prospective buyers.

**01/2012 – 02/2013 Broker (Agent)**

**Bahria Properties, Karachi, Pakistan**

* Provided comprehensive market analysis to clients, enabling them to make informed decisions on property investments.
* Collaborated with mortgage brokers, title companies, and attorneys to ensure a seamless closing process.
* Utilized various marketing tools, such as social media, email campaigns, and print media, to promote listings and expand the client base.

**01/2011 – 12/2011 Broker (Agent)**

**The Executive Real Estate, Karachi, Pakistan**

* Managed a diverse portfolio of commercial properties, including office buildings, retail spaces, and industrial facilities.
* Oversaw tenant relations, addressing inquiries, and resolving issues promptly to ensure tenant satisfaction and retention.

**09/2009 – 12/2010 Animator**

**Awaz TV, Karachi, Pakistan**

* Collaborated with a team of animators, designers, and directors to bring characters and stories to life through animations that align with the project's vision.
* Utilized industry-standard animation software, such as Adobe After Effects, Maya to create 2D and 3D animations.
* Implemented feedback from supervisors and clients to refine animations and ensure high-quality final products.
* Developed and maintained a library of reusable animation assets, streamlining the animation process and improving efficiency.
* Stayed up-to-date with the latest animation trends and techniques, integrating innovative ideas into projects for enhanced visual impact.

**09/2006 – 01/2007 Associate Production**

**Geo TV, Karachi, Pakistan**

* Assisted the production team in planning, scheduling, and executing various projects, including films, TV shows, commercials, or events.
* Maintained and updated production documentation, schedules, and budgets, ensuring accuracy and adherence to project requirements.
* Supported the logistics of production, including arranging travel, accommodations, and catering for crew and talent as needed.