



AYESHA SIDDIQA

CONTACT

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SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Hindi
- Urdu
- Punjabi

VISA STATUS

Own Visa



PROFILE

"Highly organized and detail-oriented Property Consultant and Admin with experience in management, or related field Possessing strong communication, negotiation, and interpersonal skills, I excel at building rapport with clients, Experienced in specific skills, e.g., property listings, marketing, data entry, scheduling. Eager to contribute to a successful organization by providing exceptional customer service and contributing to the smooth operation of the property portfolio."



WORK EXPERIENCE

Royal Milestone Properties

Property Consultant
United Arab Emirates

JULY-DEC
2024

- Certified real estate sales professional.
- Successful track record of large commercial sales.
- Able to train large groups of real estate sales professionals.
- Known for being able to spot great business opportunities.

Bhatti Tax And Business Consultant

MTO (Management Trainee Officer)
Islamabad-Pakistan

JUNE - JUNE
2023-2024

- Effectively manages schedule, appointments and tasks.
- Handling Phone calls, emails and other forms of communication
- Assisting budget tracking expense reports, and invoice processing
- Manage calendar and scheduling appointments

Habib Bank Limited

RSO (Retail Sales Officer)
Islamabad-Pakistan

JAN-OCT
2022

- Providing Loan Services
- Interacting with customers Dealing their Inquiries
- Achieving Sales Targets

Shahmeer Constuction and Developers

Accountant
Islamabad-Pakistan

JAN-JUNE
2021-2022

- Handling Petty Cash
- Prepare Purchase Order
- Keeping Record Of Company Expense
- Making Of Voucher



EDUCATION

B.Com (Bachelors In Commerce)

2021

University Of Punjab

FSC (Pre Engineering)

2017

Viqar Un Nisa (VNC)

Govt Girls High School

2015

Matric (Computer Science)