



# ISRA ALI MEMON

Real Estate Agent(Fresher)

## PERSONAL SUMMARY

Motivated and ambitious graduate with a background in criminology, strong analytical abilities, and excellent communication skills. Seeking an entry-level position in the real estate industry to apply my skills in property management, client service, and data handling, while contributing to the success of a professional real estate team.

## EMPLOYMENT HISTORY

**hospital receptionist**

**2023-2024**

**Aiwan qureish hospital -pakistan**

### Key Qualifications & Responsibilities

- Greeted patients, visitors, and families with professionalism and compassion upon arrival.
- Handled appointment scheduling, rescheduling, and cancellations through hospital systems.
- Answered and directed phone calls, providing accurate information to patients and staff.
- Registered new patients, updated personal and medical information in the database.
- Verified insurance details and assisted with billing or payment inquiries.
- Maintained accurate patient records and ensured confidentiality at all times.
- Coordinated with doctors, nurses, and other staff for smooth patient flow.
- Managed the reception area, ensuring it was clean, organized, and welcoming

## CONTACT DETAILS

+971 506075973

memonisraali@gmail.com

Al Ras, Deira, Dubai

## PERSONAL DETAILS

Nationality: Pakistan

Marital Status: Married

Visa status: Spouse Visa

Gender : Female

## LANGUAGES

English

Urdu

## SKILLS

- Residential & Commercial Sales
- Property Leasing & Rentals
- Market Research & Valuation
- Client Prospecting & Relationship Management
- RERA Compliance & Documentation
- Contract Negotiation & Closing
- CRM Software (e.g., Salesforce, PropSpace)
- Social Media & Online Listing Platforms
- Team Collaboration & Networking
- Multilingual Communication

## REFERENCES:

Available upon request

**Teacher**

**2 Years**

**School Horizon-Pakistan**

### Key Qualifications & Responsibilities

- Planned, prepared, and delivered well-structured lessons according to curriculum standards.
- Assessed students' progress through tests, assignments, and projects, providing constructive feedback.
- Created an engaging and supportive classroom environment to encourage student participation.
- Maintained classroom discipline, ensuring a safe and respectful learning atmosphere.
- Adapted teaching methods to meet diverse learning needs and abilities.
- Integrated technology into lessons to enhance learning and engagement.
- Collaborated with colleagues and school administration to improve teaching practices.
- Communicated regularly with parents regarding student progress and behavior.
- Prepared teaching materials, resources, and visual aids to support lessons.

## EDUCATION

Bachelor of Science in Criminology-2020 – 2024