

# **Zain Khan**

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## **Objective**

**Motivated Realtor with strong attention to detail. Willing to learn in a fast-paced environment and absorb information. Looking to expand my horizons and gain experience in multiple fields. Where there is time available, it will be spent.**

## **Skills**

- Proficient in data entry with a typing speed of 60 words per minute
- Contract negotiation/customer service
- Basic knowledge of Microsoft Excel for data organization and analysis
- Marketed properties for various Realtor teams
- Ability to prioritize tasks and meet deadlines in a fast-paced environment
- Acted in many school stage productions that required teamwork with groups of up to 30 people.
- Effective communication and teamwork abilities

## **Certifications**

- Microsoft Office Specialist: Microsoft Excel (Office 2019) [April 2022]
- Intuit QuickBooks Online Certified User [May 2023]
- Texas Real Estate License [February 2024]

## **Education**

**Cypress Falls High School: Houston, Tx**

Graduated June 2024

## **Extracurriculars:**

Heavily involved with Cy Falls' Asian Student Association(ASA), Silent Heroes (Sign language club), Students Protecting America's Animals and Environments (SPA AE), and Key Club. Recruited over 40 long-term members into various clubs. Participated in various theatrical productions throughout the first two years of High School.

## **Work Experience:**

Research property details in order to fit client needs, calculate offer/sales price of homes based on current market data, secured appointments and consultations with clients.