



GAILANI MOHAMED TAHA

CONTACT

Address: Ajman UAE

Phone: 0505864177

Email: gailani.taha@yahoo.com

SKILLS

- Market intelligence
- Communication and engagement techniques
- Excellent communication skills
- Sales pipeline management
- Continuous improvements
- Sales process
- Sales office management
- Sales territory growth
- Social media savvy
- Rapport and relationship building
- Team oversight
- Energetic
- Customer rapport
- Sales and market development

LANGUAGES

Arabic: Native language

English: B2

Upper intermediate

PROFESSIONAL SUMMARY

Hardworking and driven sales management professional equipped to revitalize sales operations and align procedures to maximize profits and client acquisition. Successful at improving sales procedures to streamline and strengthen processes. Multifaceted leader with analytical and diligent approach to building and leading strong teams. Compiled and analyzed data to determine approaches to improve sales and performance.

WORK HISTORY

Sales Manager and Accountant, 01/2009 to 02/2021

Union Sky General Trading

- Managed accounts payable, accounts receivable, and payroll departments.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Reported on variances in quarterly costing reports.
- Prepared annual company accounts and reports.
- Administered online banking functions.
- Monitored and recorded company expenses.
- Establish terms and conditions for property leasing and rental.
- Preparing budgets for senior managers.
- Chasing up rent defaulters.
- Monitoring and enforcing the terms of all lease agreements.
- Controlling procurement and expenditure costs.
- Hiring, training and supervising staff.

Property Consultant, 01/2008 to 01/2009

Monshaat Properties - Dubai

- Answering calls and e-mails and providing details of the available properties for sale/lease
- Accompanying visitors to the site and explaining the specifications of the property
- Proofreading and finalizing content of brochures, websites, and other marketing materials
- Communicating with the bank representatives and discussing loan options according to the client's budget
- Keeping track of construction and informing clients about the possession date
- Preparing sales and revenue reports and providing the same to the area property manager
-

Property Consultant , 03/2004 to 03/2008

Quality Real Estate, Ajman, UAE. - Ajman

- Consulted clients and helped them choose the best option from the available alternatives according to their requirements and budget
- Advertised about vacant properties and answered all queries of callers
- Met corporate clients and prepared quotes for leasing property
- Prepared all official records including sales and revenue reports for the department
- Assisted in the preparation of employee development program course

- Prepared tenancy and sales documents as per attorney's advice

Property Consultant , 06/2003 to 04/2004

Sweet Homes Property - Ajman

- Provided expert property purchasing advice to prospective buyers, building continued client trust and loyalty.
- Performed accurate property valuations, advising clients on techniques to improve profitable sales outcomes.
- Astutely managed negotiations between vendor and purchaser to garner the best-possible sales price.
- Recruited and trained high-achieving sales and lettings staff, providing regular mentoring to improve team performance.

EDUCATION

Diploma of Higher Education: Accounting and finance, 2003

University of Gezira - sudan

Bachelor of Science: MBA, 2000

University of Gezira - sudan