



Wiam Eltom

Job Title

✉ wiameltom@hotmail.com

☎ +971 523 275 361

📍 Dubai

👤 Single

LANGUAGES

Arabic



English



PERSONAL SKILLS

Leadership 100%

Communication 100%

Self-motivation 100%

Decision Making 100%

Adaptability 100%

Ability to Work Under Pressure. 100%

Conflict Resolution 100%

HOBBIES & INTERESTS



Reading



Swimming



Music Listening



Dancing



WORK EXPERIENCE

Real State Broker

Amal Broker Company

📍 Dubai

- Determine clients' needs and financials abilities to propose solutions that suit them.
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing.
- Perform comparative market analysis to estimate properties' value
- Display and market real property to possible buyers.
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)
- Manage property auctions or exchanges
- Maintain and update listings of available properties
- Cooperate with appraisers, escrow companies, lenders and home inspectors
- Develop networks and cooperate with attorneys, mortgage lenders and contractors
- Promote sales through advertisements, open houses and listing services
- Remain knowledgeable about real estate markets and best practices

1 August 2019
upto date

Mgr Assistant

B.C.C Management properties

📍 Sudan

- Preparing agreements for tenants .
- Negotiating contract renewals .
- Managing rental properties .
- Preparing inventories, and daily correspondence.
- Arranging for gas, water and electrical checks .
- Keeping owners up to date.

june 2018 - july 2019

Human Resources Assistant

Sena Intrnational Co.

📍 Sudan

- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Administering new employment assessments
- Serving as a point person for all new employee questions
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Answering payroll questions
- Facilitating resolutions to any payroll errors
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment

July 2014 - May 2018

Human Resources Assistant

KIA Motors

📍 Sudan

April 2010 - june 2014

- ⦿ Participating in recruitment efforts
- ⦿ Posting job ads and organizing resumes and job applications
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Marketing and sales Representative

January 2008 - March 2010

KIA Motors

📍 Sudan

- ⦿ understanding of different automobiles, their features and characteristics, such as engine size, mileage, gas usability, and colors.
- ⦿ quick comparing and contrasting of different competitive models and examining cars. •
- ⦿ Discussing in detail the budgets and pricing.
- ⦿ Ask customers what their budget allows and then offer them the best deal. •
- ⦿ Expanding customer base and strengthening the loyalty of existing customers through suggesting trade-ins.
- ⦿ recommending promotions and sales campaigns. •
- ⦿ Develop an in-depth understanding of our current car inventory and use that knowledge to encourage customers to make a purchase •
- ⦿ Work with marketing team to grow customer base •
- ⦿ Assist in setting up the sales or the showroom floor for promotions and to put new models on display •
- ⦿ Work with the Finance Manager to develop sales agreements that benefit the company as well as the customer •
- ⦿ Collaborate with Sales Manager to offer attractive deals on used vehicles to interested customers

Customers Service Representative

November 2003 - December 2007

TNT Courier Company

📍 Sudan

- ⦿ Respond to customer questions and requests in prompt an efficient manner.
- ⦿ Recommended Merchandise to customers Based on their needs and preferences.
- ⦿ Creates a plan for gaining customers and then retaining them based on warranties or guarantees.
- ⦿ Engaged with customers in a sincere and friendly manner.
- ⦿ Build Relationships with customers to increase likelihood of repeat business.

EDUCATION

Business Management

1999 - 2003

Ahfad University

📍 Sudan

