



DIB SARA

Real Estate Agent

➤ PROFILE

Along my academic and professional background, I have been able to gather a valuable and diversified knowledge in different sectors where I had the chance to lead AD Hoc projects, lead businesses and collaborate closely with top managers. Now I'm actively looking for an opportunity where I can invest my knowledge, develop my skills and build a long term career.

➤ CONTACT

0561153909

Sara-dib1@hotmail.com

Downtown Dubai

➤ LANGUES

Arabic
French
English

➤ INTERESTS

-Sports :Fitness, Yoga
-volunteering
-traveling
-reading

Education

- Master's Degree in Business Management** **2015-2017**
Management of SMEs and IT Systems (Algiers University , Algeria)
- Bachelor's degree in Management** **2012-2015**
Management of SMEs (Setif University ,Algeria)
- Certified Computer Engineer** **2011-2013**
EPSIMA , School of Engineering (Algeria)
- Bachelor's degree in Computer science IT** **2007-2010**
National Institute Of Professional training, (Algeria)

Work Experience

•Keyvan Real Estate, Dubai

Real Estate Agent :

- Interviewing clients to determine what properties they are seeking, generating lists to meet the requirements from available properties .
- Arranging meetings between buyers and sellers when terms needed to be negotiated.
- Maintaining connections with clients to encourage repeat business and referrals .

•Padra Medical Center , Dubai

2019-2021

Sales Representative :

- Meeting and exceeding monthly sales goals .
- Adapting to the different cultures and languages of our worldwide clients.
- Determine and understand the client's needs and expectations in the aim of recommending the appropriate services and products.
- Supporting directors in managing operations and leading teammates.

•Nesrine Real Estate, Algeria

2016-2018

Real Estate Agent :

- Attract new clients and determine what kind of properties they are seeking .
- Advising clients on markets conditions, prices and legal requirements .
- Making offers , negotiating prices and closing deals.

• Ramani Ltd (Import-Export) , Algeria

2014-2015

Managing administrator :

- Managing the recruitment process and training new employees.
- Developing business and solving customer complaints by investigating problems, finding solutions and making recommendations to management.

•Setif University Rectorate, Algeria

2010-2012

Software Engineer:

- Assisting the IT manager with the creation of the payroll system.
- Performing admin tasks such as generating technical reports and preparing meetings presentations.

Soft Skills

- Excellent written and verbal communication skills.
- Customer relationships building
- Team leading and individual work efficiency
- Creative and emotionally intelligent.

Hard Skills

- Office Software(MsWord, Excel, Ms Powerpoint)
- Proficient user of Windows, Internet, Social Media Marketing