



**FAHD EL MOUMEN**

## Real Estate Agent

### CAREER OBJECTIVE

Seeking a suitable position looking for substantial responsibility where my past and varied experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer will gain me career advancement opportunities.

### PERSONAL DETAILS

- <u>Nationality</u> :	Morocco	- <u>Date of Birth</u> :	30/08/1980
- <u>Marital Status</u> :	Single	- <u>Religion</u> :	Muslim
- <u>Sex</u> :	Male	- <u>Visa Status</u> :	Residence Visa

### EDUCATION QUALIFICATION

**Bachelor Degree From Morocco**

### WORKING EXPERIENCE

- **2002-2004: Salesman in Springfield – Paris**
- Provide excellent direct and indirect customer service according to **Springfield** standards.
- Answer phones courteously and promptly
- Welcomes customers by greeting them; offering them assistance.
- Directs customers by escorting them to racks and counters; suggesting items.
- Advises customers by providing information on products.
- Helps customer make selections by building customer confidence; offering suggestions and opinions.
- Documents sale by creating or updating customer profile records.
- Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.

- Contributes to team effort by accomplishing related results as needed.
- **2004-2007: Salesman in Giorgio Armani, Prada - Milan**
- After closing a sale, monitor all details including: shipping, alterations (if applicable) and special requests to ensure customer satisfaction
- Comply with all sales related policies and procedures
- Maintain a keen interest in the fashion industry and market trends
- Utilize the elevated levels of sales and service to maximize sales performance
- Provide the highest level of customer service to each customer
- Build and maintain repeat clientele; utilize client book
- Resolve all client problems and complaints quickly and effectively, ensuring client satisfaction
- Assist in all areas of stock, shipping, receiving protocol/policies and all shipping/ receiving related paperwork
- Comply with all Point-of-Sale policies and procedures
- Properly execute all relevant register functions
- Participate in all relevant training and development seminars, programs and meetings as directed by store management
- **2007-2012: Rent Cars Shop – Rabat**
- Preparation and monitoring of leases. Vehicle fleet management.
- Marketing of products based on customer needs
- Monitoring administrative agency (daily reports, billing, application procedures, handling of disputes )
- Sell leasing services to individuals and businesses that need cars for long-term use
- Develop new markets, especially with companies and preparation of partnership agreement with them.
- **2013-2015: Al Mufeed Properties – Real Estate - Abu Dhabi**
- Showing apartments and answering prospective residents' questions about pricing
- Prepare leasing agreements
- Verify applications and follow up on applications including resident screening
- Follow up on prospects and leads
- Coordinate with the marketing team to place online ads and ensure signage is correctly positioned
- Maintain prospect records using proprietary online tools
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Prepare sales or other contracts
- **2015-2018: Royal Beach Properties – Real Estate - Abu Dhabi**
- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Compare a property with similar properties that have recently sold to determine its competitive market price.

- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
  - Advise real estate clients.
  - Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.
  - Locate and appraise undeveloped areas for building sites, based on evaluations of area market conditions.
  - Identify investment opportunities or strategies.
  - Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.
- **2018-TILL NOW: Backyard real estate - DUBAI (OFF PLAN DUBAI)**
    - Always stay informed about the real estate market trends and be familiar about the current pricing for rental as well as sale value of a property, especially in your area of specialization.
    - Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
    - Determine clients' needs and financial abilities to propose solutions that suit them and locate properties for their consideration
    - Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements, and related matters, ensuring a fair and honest dealing
    - Maintain and update listings of available properties
    - Develop networks and cooperate with attorneys, mortgage lenders, and contractors
    - Follow proper documentation process for every transaction and make sure the compliance is met always.
    - Stay in constant touch with the Line Manager to update him about all ongoing transactions and seek his help to improvise.
    - Always give options to buyers for their property search and try to cross-sale and up-sale to make sure clients are never left without any option.
    - Take prospective buyers to inspect properties and advise them on merits of properties and terms of sale.

## COMPUTER SKILLS

Perfect knowledge of Windows & Microsoft offices: Word, Excel, PowerPoint and internet skills

## LANGUAGE

- Arabic  
- Italian

- French  
- English

## SKILLS

- Good Organization Skills  
- Good Communication Skills  
- Ability to set & achieve goals & targets

- Positive  
- Team player  
- Creative

## Declaration:

If given a change to serve under your kind control, I will prove my superiors. Hoping for your kind attention and response. I hope my qualification meets your requirements