

# Mahmoud Rabah

## Sales Executive - Paris Gallery

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Seeking a challenging position in a respected, ethically diverse company where I can utilize and improve my experience and skills, as well as, enabling me to gain an extensive experience in different fields of work.

## Work Experience

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### Sales Executive

Paris Gallery

October 2014 to Present

#### Job Responsibilities:

- To achieve the sales target by using advanced sales techniques and product knowledge.
- Focus on selling and up selling.
- Demonstrate depth of knowledge of Brands and products.
- Build and maintain customer relationships in order to build strong loyalty
- Address customers' queries about products, prices, availability, product uses, and services
- Communicate with customers to assess their needs, provide assistance in satisfying those needs and meeting or surpassing customers' expectations
- Advise customers on product ranges best suited to their needs
- Ensure that customer is satisfied in all aspects.
- Demonstrate usage and benefits of various Brands and products.
- Ensure stock replenishment at all times
- Report stock shortages using the stock order form
- Ensure stock receipt as per set procedures.
- Aware of all perfumes names and its fragrances.
- Determines product, type, and quality of product desired.
- Ensure that all product features are displayed on a product.
- Demonstrate products and suggest selections that meet customer requirements.
- Explain product features, characteristics and quality of the selected product.
- Illustrate the similarities and differences between perfumes.

### Property Consultant - Green Valley Real Estate

October 2009 to September 2014

#### Job Responsibilities:

- Attend to inquiries of clients (such as: leasing, sale, re-sale, property valuation, Dubai Property Tour etc) professionally, to maintain a high standard of service, and to update the Sales Excel Sheet constantly.
- Formulate properties tailored to the needs of the clients.

- Assemble detailed property portfolio and present it to clients.
- Build awareness and knowledge of the property market in UAE (and other) and study factors influencing property market.
- Collect full details of property which includes photo shooting, arranging viewings, showing the property to potential tenants, etc
- Attend "Property nature" events (such as exhibitions, property launching, presentations, seminars etc).
- Source property inventories from property owners and real estate agents.
- Source potential investors and establish/maintain a good work relationship.
- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Accompany purchasers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting.
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Meeting clients to determine what kinds of properties they are seeking.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.
- Contact property owners and advertise services to solicit property sales listings.
- Arrange for title searches to determine whether clients have clear property titles.
- Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.
- Inspect condition of premises, and arrange for necessary maintenance or notify owners of maintenance needs.
- Conduct seminars and training sessions for sales agents to improve sales techniques.
- Evaluate mortgage options to help clients obtain financing at the best prevailing rates and terms.
- Solicit and compile listings of available rental properties.
- Review plans for new construction with clients, enumerating and recommending available options and features.
- Locate and appraise undeveloped areas for building sites, based on evaluations of area market conditions.

## **Assistant General Manager**

Sainik Trading Company

May 2006 to September 2009

### **Job Responsibilities:**

- Executing the overall management requirements including: correspondence, external communications, office works, accounting records, administrative reports.
- Recording and retrieving corporate documents, records, and reports.
- Organizing and scheduling the appointments of the General Manager; preparing the agendas and minutes of meetings.
- Preparing daily managerial report with regard the inventory control.
- Preparing invoices, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and presentation software.
- Liaising and dealing with the external products' suppliers and providers.
- Setting out the improvement objectives with regard the sale and purchase scale within the various areas in Lebanon.
- Handling the telephone calls, filing and data entry.

## **Administrative Assistant**

Abu Dhabi vegetable Oil

July 2004 to March 2006

### **Job Responsibilities:**

- Checking and analyzing incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Opening, sorting, and distributing incoming correspondence, including faxes and email.
- Preparing responses to correspondence containing routine inquiries.
- Performing general office duties such as ordering supplies, maintaining records, management systems and performing basic bookkeeping work.
- Making travel arrangements for executives.
- Performing a variety of internet research functions.
- Telephone calls, filing and data entry.
- Setting up and overseeing administrative policies and procedures for organization and employees.

## **Sales Executive**

Black Horse Training Centre - UAE

January 2001 to May 2004

### **Job Responsibilities:**

- Liaising with the government and private sectors with regard our latest services and courses.
- Coordinating with the instructors in respect of the demands and needs of customers.
- Dealing directly with customers' enquiries in a responsive and professional manner.
- Maintaining customers' records.
- Taking, progressing and monitoring orders.
- Processing invoices and accounts.
- Preparing estimates and quotations for customers.
- Approaching our customers' inquiries and needs in future (as anticipative marketer).
- Providing direct front-desk customer assistance; directing and providing information to customers, updating customers with the new courses, and facilitating the resolution of customers' complaints and queries.
- Generating and proofreading departmental correspondence.

## **Education**

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### **Bachelor in Arts**

Sciences and Technology University

2010

### **BT certificate**

Saidon School

2007

### **Certificate in Commercial and Accounting and Computer**

Anajda Centre

2003

### **Diploma in Business and Office Practice**

NPA Centre

2002

## Additional Information

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- Good team player, patient, mature, and flexible.
- Able to work under pressure in a dynamic environment.
- High integrity.
- Fast learner.
- Have excellent communication skills in both English and Arabic.