

RESUME

PERSONAL DATA:

Name: Omar M. M. T H A B E T
Permanent Address: P.O. Box 635, Sharjah, U.A.E.
Telephone Number: +971-50-5 34 81 68 (Cell)
Email: omar_thabet@hotmail.com
Date of Birth: June 12th, 1975
Nationality: Jordanian
Marital Status: Married with 3 children



EDUCATION:

1997: Graduated as Bachelor of Islamic Science & Law
Mohamed Bin Saud University
Ras Al Khaimah Campus, U.A.E.

WORK EXPERIENCE:

February 2002 – Sep 2019 Sales Manager
Al Majarah Real Estate Sharjah and S&A Realty Dubai, U.A.E.

Field of business: Real Estate

My main assignments are:

- Property Management
- Leasing of residential & commercial units
- Customer relations, complaint handling
- Maintenance follow-up
- Payment collection
- Handling of police and court cases
- Liaising with Municipality, Land Department and other Governmental Authorities in Dubai and Sharjah
- PRO support in sensitive cases
- Customer assistance with licenses, NOCs, permissions, etc.
- Submitting reports for occupancies, outstanding payments, etc.
- Rent evaluation in compliance with RERA index
- Negotiating commissions, key money, penalties, etc.
- Assistance in HR and recruitment
- Managing the owner's properties

Nov. 1997 – Nov. 2001:

Sales Representative

Roa Real Estate, Sharjah, U.A.E.

General Manager: Mr. Yasser Mohamed

Field of business: Real Estate

My principle responsibilities were:

- Property Management
- Leasing
- Sales

SPECIAL SKILLS:

Work Characteristics:

Self-starter, multi-tasking, highly motivated, dedicated and committed, honest and loyal, responsible, team-player, professional approach and attitude, excellent organisational & communication skills, strong negotiator, calm under pressure, well-connected with Authorities

Languages:

- Arabic: Mother tongue
- English: Very good

Computer:

Working experience with MS Office and Oracle System (Real Estate & Finance modules)

Others:

Attended RERA courses for Ejari online registration of tenancy contracts in June 2010