

## CORE QUALIFICATIONS

- Administration and management of diverse teams.
- Proven planning and coordination ability.
- Foreign languages, French, Arabic and English.
- Critical thinking under pressure.
- Attention to detail emphasis.
- Skilled sales and data analysis.
- Team player.
- Competent MS Office 2003, 2007, 2010
- Lead follow up

# INES MELLOUK

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## PROFESSIONAL SUMMARY

Service oriented Sales, Accounting and Administration with 4years background in complicated land and real estate projects. Core competencies include planning and coordination, data analysis and administrative proficiencies, language skills (tri-lingual), as well as excellent communication and time-management skills. Handles tasks with accuracy and efficiency.

## EXPERIENCE

May 2021 - February 2022

#### Real Estate Agent next level real estate

- Cold calling on the leads provided and adding the reference to extend the leads. - Understand and keep up to date with the current market trend

- Achieving targets on monthly basis.
- Build and establish a good working relationships with both the buyers and the sellers
- Evaluate clients' financial abilities and research properties within their buying power
- -Schedule and coordinate appointment property showings.

#### January 2017 - June 2020

French language tuition Baghdad Center Language School | Sharjah, UAE

- Design lesson plans and deliver lessons
- Assess student levels and orientate to relevant group
- · Identify and anticipate specific needs of individuals and groups
- Provide tuition for accelerated learners as well as exam preparation for DALF, DELF & TCF.

December 2014 - August 2016 Account Manager OPGI | Constantine , Algeria

- Office of Promotion and Property Management) Constantine, Algeria
- Managing across functional team including administrators, accountants, external relationship
- Manage and coordinate range of stakeholders
- Direct and coordinate activities involving sale of real estate including issuing of documentation.

December 2012 - December 2014 Sales Coordinator 0PGI (as above) | Constantine, Algeria

- Prospecting of new promotional projects, tax data and potential client
- Tracking subscribers list
- Administrative management of approval list of applicants towards stakeholders
- Constitution and follow up of files of application for government housing assistance and bank credits
- Follow up establishment of plan sale contract
- Establish payment details, together with administrative documents
- Financial follow up of projects and establish final deed of sale.

## EDUCATION

#### 2012

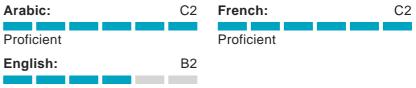
**Master degree** | Health and Cities Management Mentouri University, Algeria

#### 2010

**Bachelor degree** | Management of Small and Medium Enterprises Souk- Ahras University, Souk Ahras

### LANGUAGES

Arabic, French, English: First Language



Upper Intermediate