



INES MELLOUK

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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

PROFESSIONAL SUMMARY

Service oriented Sales, Accounting and Administration with 4 years 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 OPGI (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

Arabic: C2 Proficient
French: C2 Proficient

English: B2
Upper Intermediate