**Sizar Tanous**

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**RERA No.91153**

**K / Attn: Head of Human Resource Dept.**

**Respected Sir or Madam,**

I would like to introduce myself in form of a short personal profile and CV.

Having achieved goals during my 9 years career till date, I am interested in expanding my Professional horizon by seeking new challenges.

I offer my potential experience, a willingness to learn, knowledge of general and official Procedures and ability to work as part of, or lead a team.

Thanks for your time spent reading this letter and the enclosed resume.

I will be pleased if we could arrange a meeting, so I could introduce myself personally and make a detailed Presentation to demonstrate my capabilities.

**Best regards;**

**Sizar Tanous**

**WORK EXPERIENCE:**

**Al Massa Al Zarqaa Real Estate – Dubai , United Arab Emirates**

**2017 – Till Present**

* **Sales Manager**

**Duties and Responsibilities:**

* Completed voluntary customer service training to learn ways to enhance customer satisfaction and improve productivity.
* Providing a friendly and helpful service to customers
* Responsible for the acquisition of properties, the presentation to the market and the subsequent sale of suitable properties in sufficient quantity to satisfy business targets
* Promote sales of properties through different advertising channels
* Generate leads through newspapers, CRM, real estate portals, referrals, emails, phone calls as well as direct visits.
* Provide clients with comparative studies/data for recently sold properties to determine competitive market pricing
* Coordinate property closings, overseeing signing of documents and disbursement of funds
* Advise clients on market conditions, prices, mortgages, legal requirements and related matters
* Convincing prospective clients that our agency is the right one to handle their sales and agree the terms
* Arranging advertising to promote the property
* Sending out details of new properties on the market to people on my database
* Making appointments and showing buyers around a property
* Finding buyers in a position to proceed with purchase and willing to pay an acceptable price
* Referring buyers to mortgage arrangers for quotations and advice
* Excellent leadership results and experience in strategic business planning at a significant business unit level
* Relevant experience managing all critical business function

**Al Massa Al Zarqaa Real Estate – Dubai , United Arab Emirates**

**2015 Till 2017**

* **HR Coordinator**
* Assist with all internal and external HR related inquiries or requests.
* Maintain both hard and digital copies of employees' records.
* Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
* Assist with performance management procedures.
* Schedule meetings, interviews, HR events and maintain agendas.
* Coordinate training sessions and seminars.
* Perform orientations and update records of new staff.
* Produce and submit reports on general HR activity.
* Assist with payroll and adhoc HR projects.
* Keep up-to-date with the latest HR trends and best practice

**Adonis used cars – Dubai, United Arab Emirates**

**2013 Till 2015**

* **Sales Executive**

**Duties and Responsibilities:**

* Set up advertising display
* Achieve and exceed the allocated sales target for new units, trade-ins, accessories and insurance policies.
* Ability to problem-solves and ultimately delivers sales results within set timeframes.
* Attend to showroom visitors.
* Arrange display as requested by product manager / showroom manager.
* Deliver the highest levels of customer service, thereby creating customer loyalty and repeat sales.
* Constantly improve and update knowledge of product range, features and benefits. •Maintain awareness of automotive industry, paying particular attention to new features, technical developments, market trends, competitor analysis, selling techniques and customer handling skills.
* Complete used car appraisals and quotes within set timeframe to increase efficiency and sales.
* Follow-up with current and new customers via telephone enquiries and showroom walk-ins.
* Answer customer inquiries with regard to product specifications, pricing, and payment methods.
* Calculate price discounts.
* Keep record of customer information for customer call reports.
* Stamp, mark, or tag prices on products as required.
* Register sales, and deliver cash to cashier on daily bases.
* cash receipts along with product sale. File all s invoice copy.
* Prepares proposals based on customer's requirements and standard technical specification
* Negotiate and finalize sales agreements and ensures timely payment of receivables
* Monitor and reports on market trends and competitor activity.

**EDUCATION:**

Bachelor Degree in Business Administration Finance..

Al Dar Collage - Dubai. UAE 2015

Foundation Program Certificate.  
Al Dar Collage - Dubai. UAE 2013

**Knowledge, Skills, Experience and Competencies:**

* Strong organization and interpersonal skills.
* Retail Sales.
* Teamwork.
* Customer service.
* Excellent time management, communications, decision making, human relations, presentation, self-motivated, work under pressure, team player, and organization skills.
* Professional appearance and presentation required.
* Influencing personality and crisis control.
* Strong communication and Customer relations capabilities.
* Commercial awareness
* Good numerical skills
* Analytical abilities
* Excellent interpersonal skills.
* Project Support Officer.
* Communication skills
* IT skills.
* Good knowledge of project management techniques and tools
* Familiarity with risk management procedures.
* Ability to assist in project planning activities.

**COMPUTER SKILLS:**

Operating System and MS office:

* Word, Excel, Power point, Excel, Access, Outlook, & FrontPage
* Fully versed and trained in all Windows operating systems, Office XP, Internet Skills.
* Typing Arabic & English.

**LANGUAGES:**

* Arabic: Mother tongue.
* English: Fluent.

**INTERESTS & ACTIVITIES:**

* Planning & Preparing Formal & Social Events
* Reading & Internet Searching.
* Photography.
* Swimming.

**PERSONAL INFORMATION:**

Driving License: U.A.E. Valid.

Nationality: Syrian

Date of Birth: 24-5-1995

**REFERENCES**: Upon Request.