



# SOMA NASHAT

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## PERSONAL INFORMATION

Nationality: Egyptian

Civil Statue: Married

Location: Abu Dhabi

Experience :10 Years

Language: Arabic. English

## EDUCATION

- Bachelor of Arts (Literature)
- Technical & Computer Skills
- Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
- Microsoft Windows Operating Systems
- CRM Platforms: Bayut, Dubizzle, Property Finder
- Internet Research & SEO Basics
- Email Platforms: Gmail, Yahoo, Hotmail
- Social Media Platforms: Facebook, Instagram, LinkedIn, Twitter, Snapchat, TikTok
- General Computer Literacy & Online Communication

## POSITION DESIRED

- Manager of Real Estate Department
- Office manager-
- Team leader
- Executive assistant
- Personal assistant
- Social Media Marketing Specialist

## SKILLS

- Multi task oriented with exceptional time management and problem-solving skills. Can handle and willing to learn any task given at hand.
- Effective verbal and listening communications skills. Effective organizational skills.
- Attention to detail and high level of accuracy. Effective written & communication skills.
- Good analytical skills.
- Stress management skills. Time management skills.
- Able to work independently.
- Honest and dedicated to a work given at hand. Social media experience.

## CUURENT WORKING

Team Leader – Real Estate Department

NELCOGULF investment group, Abu Dhabi, UAE

2022 – Present

# **EXPERIENCE**

## **Team Leader of Real Estate Department Nelcogulf Properties**

- ·Lead and manage a team of real estate agents, providing guidance, support, and mentorship to achieve sales targets and maintain high levels of client satisfaction.
- ·Develop and execute strategic sales plans, increase in revenue and market
- ·Conduct regular team meetings and training sessions to ensure alignment with company goals and industry best practices.
- ·Monitor team performance and provide feedback to enhance skills and improve productivity.
- ·Collaborate with cross-functional teams, including marketing, finance, and legal, to streamline processes and ensure seamless transactions.
- ·Foster a positive and collaborative team environment, encouraging open communication and innovation.

## **Office Manager**

**RICH REIT Company – Major Real Estate Developer**  
**January 1, 2015 – December 30, 2022**

### **◆ Legal Department**

**Coordinated with advocate offices on all ongoing legal cases.**  
**Followed up with courts regarding new and pending legal matters.**  
**Drafted and submitted comprehensive legal reports to management.**

### **◆ Property Management Department**

**Prepared all tenancy-related correspondence including lease agreements and renewal notices.**  
**Maintained and updated the property management system with expiring contracts.**

Generated sales reports and monitored property performance indicators.

◆ **Construction & Projects**

Oversaw communication with consultants and contractors for all active construction projects.

Drafted progress update letters and ensured timely delivery of project milestones.

Reviewed architectural and consultancy designs.

Organized media and marketing campaigns for property exhibitions.

Coordinated large-scale projects including Rich REIT Apartment Hotel and Al Barash Villas Community.

• **Human Resources Department**

- Handled CV screening, shortlisting, and scheduling candidate interviews.
- Managed onboarding processes including visa, Emirates ID, and insurance.
- Maintained staff attendance records and prepared payroll.
- Evaluated employee performance and prepared monthly reports.

**Personal Assistant to Chairman / Managing Director / Deputy Managing Director**

Dar Al Shifaa Hospital – Abu Dhabi, UAE -2013 – 2015

- Executive Secretary to General Manager
- al hajri international group – Abu Dhabi, UAE
- January 2010– December 2013
- Key Responsibilities:
  - 1.Prepared and reviewed confidential medical reports and documents.
  - 2.Organized and scheduled meetings for the Hospital Board and Medical Board.
  - 3.Managed appointments and meetings for clients, visitors, and executive leadership.
  - 4.Attended board and committee meetings; recorded and distributed minutes.
  - 5.Coordinated between hospital clinics and all internal departments.
  - 6.Ensured all departments were supplied with necessary resources and documentation.
  - 7.Discussed key matters directly with the Managing Director and contributed to decision-making.
  - 8.Participated in strategic planning across all boards and committees.
  - 9.Played a key role in establishing hospital governance structures including:
  - 10.Hospital Board
  - 11.Medical Board
  - 12.Executive Committee Management
  - 13.Handled external communications and follow-ups with partner companies and service providers.
  - 14.Accompanied GM/CEO to official events, conferences, and hospital celebrations.