



CURRICULUM VITAE

Sameh Ramadan Abdul Razek Mohammed

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JOB PREFERENCES:

Sales Specialist

OBJECTIVES:

Seeking a position as an sales representative and I am looking forward for a challenging career opportunity where my related experiences can be utilized, applied and be part of a progressive and highly dynamic company where my skill can be improved and my contributions are recognized in promoting excellence and quality services.

SKILLS AND ATTRIBUTES:

- Goal-oriented and dynamic individual
- Creative and innovative mentality
- Highly motivated and Service oriented individual
- Adapts and learns quickly, patient, discipline and responsible
- Flexible – willing to take variety of tasks
- Good communication skills and Interpersonal skills
- Computer Literate and Proficient with Microsoft Office (Word, Excel, Internet Explorer)

PERSONAL SUMMARY:

A self motivated individual handles a diverse customer base, resolves customer problems and accurately processes a high volume of transactions on a daily basis. Known for a strong work ethic, excellent communication skills and the ability to deliver a high quality service.

A trustworthy employee with over 4 years experience processing sales and payments in a fast-paced work environment. Adaptable and willing to step in wherever needed. A team player with excellent customer service skills. A dependable employee who enjoys establishing excellent customer relations and successfully managing customer issues. An organized, accurate and fast worker with solid computer skills and sound knowledge of sales, accounting and cash management principles.

WORK EXPERIENCE:

- **Work as seals Specialist in FAM Properties, Al Sharjah .**
 - **Work As Marketing Manager At Royal View Real estate Marketing in Madinaty, new cairo for 3 years .**
 - **Work Receptionist At Soltan Gardens Hotel Sharm El Sheikh (2014 / 2016)**
- Researches, prospects, obtain leads and develop new business opportunities in order to reach sales target.
 - Captures leads and prospects and maintains a data base for such prospects.
 - Ensures all customer information is captures and recorded.
 - Validates and verifies all documentation submitted by the customers, prior to processing a sale to ensure compliance with the policy at all times.
 - Accompany buyers during visits to and inspection of property, advising them on the suitability and value of the homes they are visiting based on current market conditions.
 - Compared properties with similar properties that had recently sold to determine competitive market prices
 - Promoted sales of properties through advertisements, open houses, multiple listing services and other online advertising platforms
 - Interviewed clients to determine what kinds of properties they were seeking and generated lists meeting those requirements from available properties.

EDUCATIONAL QUALIFICATION:

Degree: Bachelor of Social Services
Year Graduated 2012

COMPUTER SKILLS

- Internet pass the windows 7 computer training course Office 2010
- MS Word, MS Excel, Quick box and Internet explorer.

PERSONAL DETAILS

Current Location : Dubai, United Arab Emirates
Nationality : Egyptian
Birth Day : 01/05/1990
Marital Status : Single
Language Spoken : Arabic & English & Russia
Religion : Islam
Visa Status : Visit Visa

DECLARATION

I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

APPLICANT

Sameh Ramadan Abdul Razek Mohammed