**PROFESSIONAL PROFILE**

An energetic, creative and confident professional with 8 years of experience, thriving on a challenge, performing well under pressure, achieving deadlines and accuracy. A trustworthy, hardworking individual who is dedicated to provide optimal service delivery at every opportunity.

**OBJECTIVE**

To pursue an engaging role within a dynamic company in the field of (Sales, Marketing, Customer Care, IT and secretary) where my proven track record of Customer Relations and Services can earn me both recognition and reward.

**SKILLS**

* Ability to organize and manage heavy workload.
* Excellent communication and interpersonal skills. Ability to deal with different cultures, mentalities, educational and employment levels.
* Analytical, creative, dedicated, self-motivated, goal oriented, optimistic, flexible, smart and honest.
* Languages: ARABIC (mother tongue), FRENCH (Fluent) and ENGLISH (Fluent).
* Computer skills: Advanced in MS Office applications (Word, Excel, Outlook, Power Point), ACT.

**WORK EXPERIENCE**.

**Sales Consultant Jan 2015– Current**

**Arabian Falcon Holidays**

**Real Estate | Time Share Broker LLC (UAE)**

* Responsible for selling vacation properties of the Royal Club at Palm Jumeirah and Bonnington Hotel.
* Accompanied clients to the projects sites to explain how the work is progressing.
* Meeting up with different cultures and job designations on daily bases.
* Constant interaction with potential buyers fully utilizing my full set of inter-personal and selling skills.
* Negotiated deals with clients and analyzing the profits value of projects.
* Successfully met and exceeded sales targets.

**Sales, secretary and accountant executive** **Nov 2013– Jan 2015**

**Dadouch | General trading (Deira/ Dubai) UAE**

* Handling scheduale of all the duties of the company.
* Adjusting all the bills(debit and credit).
* Handling mails and call phones, and meeting the customers to respond their own request.

**IT company Owner**

**Apr 2009- jun 2013**

**Daoud computer LLC (Algeria)**

Establish a computer company to sell in wholsale《softwere, Hardwere and reparing).

**Secretary**

**Jun 2009- Feb 2009**

**Court (Blida- Algeria)**

Handling reports and administration tasks

**IT sales executive**

**Sep 2006- Nov 2007**

**Orange computer LLC (Algeria)**

Meeting the customers to respond their own request.

**EDUCATION**

**Diplome (IT Technician) Algeria Sep 2002 – June 2006**

**INTERNATIONL CERTIFICATIONS**

**Certificate in basic accounting and (Tally ERP 9)**

**From Oscar Instiute Dubai.**

**PERSONAL INFORMATION**

**Date of birth:** 14/11/83

**Nationality:** Algeria

**Visa Status:** UAE Residence Visa

**Availability:** 1 month notice



**Gulfjobseeker.com CV No:** **1533738**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)