**First Name of Application CV No 1659966**

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Summary

Proven leadership skills which develop and empower staff to achieve goals, along with a thorough understanding of the market trends are some of the qualities which should help me in making the desired contribution for the benefit of your business

[Personal Profile](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#per_sectiontitle_#per_sectiontitle_)

[Able to communicate and present confidently, clearly and expressively.](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#per_details_#per_details_)

[Ability to create new ideas for generating revenue and business opportunities.](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#per_details_#per_details_)

[Ability to multi task ·](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#per_details_#per_details_)

[Skilled negotiator.](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#per_details_#per_details_)

[Excellent customer service skills •](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#per_details_#per_details_)

[Professional Experience](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#emp_sectiontitle_#emp_sectiontitle_)

General Retail Experience

* Strong Experience in retail brands , Manager skills , loyal and trustable , business development , responsible , hard worker , well planned and organized , sharing experience with the colleges , have ( patient , ambition and goals ) .

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| **Best Homes Real Estate company.**  **Brokerage & Management company.** | **May 2015- Till Now** |

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| * Present purchase offers to sellers for consideration. |
| * Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other. |
| * Compare a property with similar properties that have recently sold to determine its competitive market price. |
| * Advise clients on market conditions, prices, mortgages, legal requirements and related matters. |
| * Promote sales of properties through advertisements, open houses, and participation in multiple listing services. |
| * Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting. |
| * Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases. |
| * Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates. |
| * Interview clients to determine what kinds of properties they are seeking. |
| * Coordinate property closings, overseeing signing of documents and disbursement of funds. |
| * Generate lists of properties that are compatible with buyers' needs and financial resources. |
| * Contact property owners and advertise services to solicit property sales listings. |
| * Arrange for title searches to determine whether clients have clear property titles. |
| * Rent or lease properties on behalf of clients. |
| * Solicit and compile listings of available rental properties. |
| * Review plans for new construction with clients, enumerating and recommending available options and features. |
| * Locate and appraise undeveloped areas for building sites, based on evaluations of area market conditions. |
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| **Aroma Rose cosmetics .** | **May 2015- Till Now** |

**Manager / purchaser agent**

* ***I was working in the same time with Best Homes Company (Same Owner).***
* Next in line to the shop manager and responsible for running the overall store operations. Fully accountable for increasing sales, ensuring efficiency and for maintaining the highest retail standards. Also involved in setting priorities and deciding on which important and urgent tasks need to be done immediately and which ones can wait. Making an agenda and planning to forestall any events rather than simply reacting to events. Ensuring that staffs do not get bogged down in mundane and repetitive tasks and working to create a constructive and challenging environment for them so that they will not get bored.
* Defining the objectives for the business by strategically planning and setting achievable and realistic goals. Only doing this after assessing the companies’ resources, capital and people. When required rewarding and also disciplining the performance of employees
* Selecting new products and reviewing the old
* Finding the right suppliers
* Negotiating prices (so the store doesn’t get ripped off)
* Ensuring the products are delivered on time
* Helping to interpret reports and predicting future sales
* Pitching ideas to senior manager
* Stock control
* Budgeting
* Reacting to any changes in customer demand
* Maintaining relationships with existing suppliers while seeking new ones
* Getting feedback from customers
* Track trends in consumer consumption to determine which products should be sold
* Evaluate prior sales to establish future fulfillment needs.
* Research suppliers and negotiate contracts for product fulfillment processing
* Place orders and ensure inventory is property distributed
* Attend tradeshows and conferences to stay abreast of industry standards.

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| **Azadea Group UAE.** | **July 2012- May 2015** |

**“Jules” Assistant Manager**

* Next in line to the shop manager and responsible for running the overall store operations. Fully accountable for increasing sales, ensuring efficiency and for maintaining the highest retail standards. Also involved in setting priorities and deciding on which important and urgent tasks need to be done immediately and which ones can wait. Making an agenda and planning to forestall any events rather than simply reacting to events. Ensuring that staffs do not get bogged down in mundane and repetitive tasks and working to create a constructive and challenging environment for them so that they will not get bored.
* Defining the objectives for the business by strategically planning and setting achievable and realistic goals. Only doing this after assessing the companies’ resources, capital and people. When required rewarding and also disciplining the performance of employees
* Reaching sales targets and increasing profits
* Dealing with customer service issues such as queries and complaints.
* [Interviewing and recruiting new staff](http://www.totaljobs.com/careers-advice/job-profile/HR-jobs/hr-industry-job-descriptions)
* Supervising [departmental managers](http://www.totaljobs.com/careers-advice/job-profile/retail-jobs/department-manager-job-description) and organizing training
* Organizing rotes and holidays
* Overseeing stock control and receiving orders.
* managing and motivating a team to increase sales and ensure efficiency;
* managing stock levels and making key decisions about stock control;
* Analyzing sales figures and forecasting future sales;
* Analyzing and interpreting trends to facilitate planning
* ensuring standards for quality, customer service and health and safety are met;
* resolving health and safety, legal and security issues;
* organizing special promotions, displays and events;
* Updating colleagues on business performance, new initiatives and other pertinent issues.
* Touring the sales floor regularly, talking to colleagues and customers and identifying or resolving urgent issues.
* Maintaining awareness of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring what local competitors are doing.
* Initiating changes to improve the business, e.g. revising opening hours to ensure the store can compete effectively in the local market.
* Dealing with sales, as and when required.
* Completes store operational requirements by scheduling and assigning employees; following up on work results.
* Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.

**“Jules” Sales Representative:**

* Doing opening for the store with receiving all the items for the shop and doing all the steps to arrange and making the visual merchandising with the region VM to the brand.
* Anticipate, reacts responsively to, exceeds customer satisfactions in a friendly and

approachable style.

* Store in charge in the absence of Manager's.
* Replenish and ensure adequate stocks available at all times.
* Assesses customer needs and give reliable information for their satisfaction.
* Responsible for merchandising ensuring the best possible looking stores in its product category.
* Assist across all activities in reducing stock loss by observing all company procedures, being vigilance of all area of risk and correct completion of all required documentation. Work as an individual and as a team member.

**“Massimo Dutii” Sales Representative:**

* Anticipate, reacts responsively to, exceeds customer satisfactions in a friendly and

approachable style.

* Store in charge in the absence of Manager's.
* Replenish and ensure adequate stocks available at all times.
* Assesses customer needs and give reliable information for their satisfaction.
* Responsible for merchandising ensuring the best possible looking stores in its product category.
* Assist across all activities in reducing stock loss by observing all company procedures, being vigilance of all area of risk and correct completion of all required documentation. Work as an individual and as a team member.

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| **Nile project co. Egypt** | **November 2009- May 2011** |

* **“Tommy Hilfiger” Assistant manager Egypt. August 2010-May2011**
* **“Tommy Hilfiger” Sales representative Egypt. Nov.2009 –August 2010**

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| **Blue Star Tours** | **August 2009- November 2009** |

**Junior Accountant**

• Develop, maintain, and analyse budgets, preparing periodic reports that compare budgeted costs to actual costs.

• Doing the general ledger, general journal and the balance sheet.

• Compute taxes owed, prepare tax returns, and ensure prompt payment

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| **Summer training** | **July 2007- August 2008** |

**NSGB**

Accountant Trainee for One Month, Summer 2008

**Mahmoud Abu el Wafa office**

Accountant Trainee for Two Months, Summer 2007

Course

**• Certified Internal Auditor Course** (CIA) (Part One)

**• English Course,** the American University in Cairo (AUC)

[Education](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#edu_sectiontitle_#edu_sectiontitle_)

**Bachelor of Commerce,** Accounting, English Department

New Cairo Academy, Cairo, Egypt

Year of Graduation: June 2009

Grade: Very Good

**High school,** El Malk Fahd School, Cairo, Egypt, June 2005

[Hobbies and Interests](file:///D:\bassam%20pic\ZARA\bassam\New%20Folder\Local%20Settings\Temp\resume.htm#per_sectiontitle_#per_sectiontitle_)

fashion shows , travelling , reading , swimming , riding horses

[Language Skills](file:///D:\bassam%20pic\ZARA\bassam\Local%20Settings\Temp\resume.htm#ski_sectiontitle_#ski_sectiontitle_)

• Arabic: Native, Fluent spoken and written.

• English: Fluent spoken and written.

• French: Fair

Highlights

* **Holding visa from previous company**
* **Holding driving license**