 ALAFFAS Email: alaffas.374041@2freemail.com

**Address:** Dubai, United Arab Emirates

**Gender:** Male | **Marital Status:** Married

**Date of Birth:** 1stJan 1987 | **Nationality:** Syrian

**Driving License:** UAE, Syria

**Objective**

I have several years of experience in a variety of fields including sales. In addition to my extensive office experience, I have strong communication, customer service, and administrative skills.

**Education**

Aleppo, Syria

**Mamoun Private University for Science and Technology ‘2008**

Bachelor in Business Administration

Aleppo, Syria

**Commercial High School ‘2004**

High School Certificate

**Work Experience**

**Dubai, UAE – Luxury Plus Rent a Car** **[July 2015 – Present]**

* Operations Executive
* Communicating with upper management to develop strategic operations goals.
* Developing strategic long-range plans to achieve strategic objectives.
* Creating and managing the organization’s fiscal operating and capital budget and expenses.
* Monitoring operational performance of both internal and external service providers.
* Monitoring facility condition and environmental performance and recommending or approving funding levels and spending plans.
* Providing a workplace setting that is conducive to productive work.
* Monitoring occupant satisfaction.
* Monitoring construction and renovation projects.
* Monitoring performance metrics.
* Receiving and responding to approvals and notifications.



1. Completing bookings and explaining the terms of rental or leasing agreements o Completing paperwork with the customer and taking payments

o Showing customers to their vehicle and pointing out any bumps, scrapes or

special features

o Checking mileage and inspecting for damage when vehicles are returned

**Dubai, UAE - Evolia Automobile [October 2011 – July 2015]**

* Operations and Office Admin
1. Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
2. Prepares reports by collecting and information.
3. Secures information by completing data base backups. o Sending and replying to emails

o Issue company’s cheques

o Responsible for the overall maintenance of showroom (equipment, offices) o Responsible for printing of office stationeries, including company envelopes,

letterhead, business cards …etc. o Handle courier services

o Deposit (Cash or Cheques) to the company’s bank account o Preparing the daily schedule for the manager

o Finishing cars papers with Dubai Customs and RTA

o Adding new cars, specification sheet, and cars photos to the system o Blocking sold cars to the customers on the system

o Completing all payments with customer

o Delivering the car with the papers to the customer

o Ensure various car types are available in the showroom

**Dubai, UAE - Ghassan Aboud Cars [August 2008 – August 2011]**

* Office Admin and Manager Assistant
1. Welcomes guests and customers by greeting them, in person or on the

telephone; answering or directing inquiries.

1. Prepares reports by collecting and information.



1. Secures information by completing data base backups. o Sending and replying to emails

o Issue company’s cheques

o Responsible for the overall maintenance of showroom (equipment, offices) o Responsible for printing of office stationeries, including company envelopes,

letterhead, business cards …etc. o Handle courier services

o Deposit (Cash or Cheques) to the company’s bank account o Preparing the daily schedule for the manager

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o Completing all payments with customer

o Delivering the car with the papers to the customer

o Ensure various car types are available in the showroom

**Qualifications**

**Computer Skills**

* Internet, E-mails, Microsoft Office
* Proficient in the use of various computer programs and applications

**Skills**

* Reliable and Responsible
* Management skills, work as a team or group leader
* Strong public relations and marketing skills
* Effective time management skills
* Strong organizational skills and attention to detail.

**Languages**

* Arabic – Native | English – Very Good

**Interests**

* Basketball, Swimming