

**MoUstafa**

 **Certified Real Estate Agent**

***Personal Details***

**Name Moustafa**

**Nationality Egyptian**

**Date of Birth 14 August 1983**

**Place of Birth Mansoura, Egypt**

**Driving Licence Uae driving licence**

**Present Address DUBAI**

**E-mail** **moustafa.374588@2freemail.com**

**Languages: Arabic, English**

***Personal & Professional Profile***

**A competent qualified person with more than 12 years of progressive working Experience as a Sales Excutive :**

* Negotiating offers between both buyer and seller
* Meeting and greeting clients visiting the offices
* Negotiating with potential sellers and also buyers.

**Personal Traits :**

* Comfortable interacting with people with diverse cultures, strata and calibre.
* Proven competency, sincerity and hardworking .
* Focused, innovative, flexible and persuasive personality.
* A capable, result-oriented professional with ability to work independently, as well as a team member.
* Leading & dealing effectively in a multicultural environment

***Educational Qualification***

* ***Graduated from Delta Academy* - *Higher Institute of Social Science – Mansoura – Egypt*– *Bachelor Degree* (2005 year of graduation).**

***Qualifications & Other Training Courses***

* ***Real Estate Brokerage training (Dubai Real Estate Institute)***
* ***Customer Service course (From EGYPT AIR Training Center )***
* ***Windows Outlock Course (Egypt Air Training Center)***
* ***Buisiness Comunication Seminar (Dr.Ibrahim El Feqy )***
* ***Interview Skills Course (Egypt Air Training Center)***

***Professional Experience***

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**Duration: Apr 2016 – Till Aug 2017**

**Organization: Inco International**

**Designation: SALES EXCUTIVE**

**Duration: Jan 2014 – MAR 2016.**

**Organization: Jobetwill General Contracting Co.LLC.**

**Designation: SALES EXCUTIVE**

**Duration: Sep 2010 –Till Dec 2013**

**Organization: Fameco General Contracting Co.LLC.**

**Designation: SALES EXCUTIVE**

**Duration: SEP 2004 – Till Aug 2010**

**Organization: AKL CAR SPARE PARTS Co.LLC**

**Designation: SALES EXCUTIVE**

***Essential Duties and Responsibilities***

• Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.

•Sells products by establishing contact and developing relationships with prospects; recommending solutions.

• Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.

• Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.

• Prepares reports by collecting, analyzing, and summarizing information.

• Maintains quality service by establishing and enforcing organization standards.

• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks benchmarking state-of-the-art practices; participating in professional societies.

• Contributes to team effort by accomplishing related results as needed.

**Teamwork**

* Consistently acknowledges and appreciates each team member's contributions.
* Effectively utilizes each team member to his/her fullest potential.
* Motivates team to work together in the most efficient manner.
* Keeps track of lessons learned and shares those lessons with team members.
* Mitigates team conflict and communication problems.
* Plans and facilitates regular team activities outside of the office.

**Client Management**

* Manages day-to-day client interaction.
* Sets and manages client expectations.
* Develops lasting relationships with client personnel that foster client ties.
* Communicates effectively with clients to identify needs and evaluate alternative business solutions.
* Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
* Builds a knowledge base of each client's business, organization and objectives.