

**SAMEER**

Email: sameer-394396@2freemail.com



**EXPERIENCE**

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|  | *2006 - 2009* |



Reception

Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions. Maintains security by following procedures; monitoring logbook; issuing visitor badges.

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|  | *2009 - 2015* |



Public relations oﬃcer

writing and producing presentations and press releases

dealing with enquiries from the public, the press, and related organisations organising and attending promotional events such as press conferences, open days, exhibitions, tours and visits

speaking publicly at interviews, press conferences and presentations providing clients with information about new promotional opportunities and current PR

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|  | *2015 -* |
|  | *2019* |



Real Estate Appraiser

Solicit potential clients to buy, sell, and rent properties

Advise clients on prices, mortgages, market conditions, and other related information

Compare properties to determine a competitive market price

Generate lists of properties for sale, including details such as location and features

Promote properties through advertisements, open houses, and listing services

Take prospective buyers or renters to see properties

Present purchase offers to sellers for consideration

Mediate negotiations between the buyer and seller

Ensure all terms of purchase contracts are met

Prepare documents, such as loyalty contracts, purchase agreements, and deeds



**EDUCATION**

**Emirates college of technology**



Diploma Accounting

8.5 CGPA

2011

**TECHNICAL SKILLS**

 Strong technical receptionist skills, . Ability to work independently, A brilliant communicator, Exceptional time management, A genius organiser ,Dependability ,Outstanding interpersonal skills

Communication , Understanding of Social Media, Multimedia ,Creativity Honesty and integrity, Knowledge of purchase process,Responsiveness.



Knowledge of real estate market, Communication skills, Negotiation skills.



**INTERESTS**

Swimming, reading



**PERSONAL PROFILE**

Date of Birth



: 21/05/1985

Marital Status



: Married

Nationality



: Palestine

Known Languages



: English, Arabic

Passport



: Palestine

**SAMEER**