



Eman Nabil

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ABOUT ME

Seeking promising job opportunity which enables me to improve my skills, increase my practical expertise, fulfill my personal ambitions, and expand my knowledge.

WORK EXPERIENCE

Senior Sales Executive

OIA Properties [2022]

City: Dubai

Country: United Arab Emirates

Prospect and Market (via calls, email, social media and networking events) to obtain qualified clients

- Negotiate and secure transactions to meet client's needs and expectations with less hassle as possible.
- Thoroughly review and complete legal contracts and documents to client's understanding.
- Maintain professionalism and provide clients with exemplary customer service.
- Follow up with clients to ensure satisfaction after the sale.
- Worked with national buyers and local owners to meet sales goals and company expectations.
- Managed and customized a database of 4000 potential buyers and cultivated relationships with potential buyers.
- Develop business through direct marketing & cold calling residential property owners.
- Researched customer needs and designed plan to best suit needs.
- Designed marketing strategy to address diverse customer population.
- Interview clients to determine what kinds of properties they are seeking while investigating financial and credit status for
- Sell and Market Residential and Commercial Real Estate.
- Contractually Represent Buyer and Seller Interests in Real Estate Transactions.
- Perform Contract Negotiations on All Contracts to Ensure Client Satisfaction.
- Market Residential and Commercial Property to Agents and Potential Buyers.
- Coordinate All Marketing and Advertising Strategies for Team.
- Manage Transaction From Contract To Closing For Success Resolution.
- Manage Associated Vendor Project Database.
- Excelled in preparation of proposals for deeding and completing closings.
- Implemented procedures to conduct discoveries on diverse real estate transactions.
- Utilized expertise to design vacation ownership plan in support of client requirements.
- Assessed and resolved issues in a timely and efficient manner including follow-up with clients.

Individual Agent Real Estate - Freelancer

Tiger Properties [2020 – 2022]

City: Dubai

Country: United Arab Emirates

- Real estate sales agents will prospect for and cultivate potential buyers, and represent sellers during the home sales transaction. They determine clients' needs, then show them homes that meet those needs. They also tour and value homes for sellers. They present purchase offers, generate purchase agreements and ensure a quick, seamless transaction between buyers and sellers.
- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms.

- Determine clients' needs and financial abilities to propose solutions that suit them.
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing.
- Perform comparative market analysis to estimate properties' value.
- Display and market real property to possible buyers.
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc.)
- Manage property auctions or exchanges.
- Maintain and update listings of available properties.
- Cooperate with appraisers, escrow companies, lenders and home inspectors.
- Develop networks and cooperate with attorneys, mortgage lenders and contractors.
- Promote sales through advertisements, open houses and listing services.
- Remain knowledgeable about real estate markets and best practices.

Administrative Coordinator

TUV Nord Middle East [2018 – 2020]

City: Dubai

Country: United Arab Emirates

- Responsible for Incoming calls and transfer to the concerned Dept
- Assisting Training Participants, Guests and Clients
- Responsible for the Training Room and Conference Room calendar
- Responsible for the office maintenance such as Office rental, Kitchen and pantry Supply, Water and Electricity, office cleaner, stationery, etc.
- Responsible for Courier Handling and raising Purchase Request
- Responsible in Reception Catering and provide assistance for events
- Focal Point for office allocation in coordination with GS Main Office
- Receiving faxes and inquires & send to the concerned person
- Responsible in maintaining records and submission of reports in a timely manner. Any other job as may be assigned by GS/Management from time to time
- **I Financial:**
 - •Gathers and compiles information related to tenders, enquiries, procedures, resumes etc. (as assigned)
- **II Operational:**
 - Prepares reports, maintains and updates records and other related documents related to company operations. Effective and efficient coordination of the assigned operations / functions as per the laid out policies, procedures etc.
 - Comply with all internal IMS requirements applicable to the department
 - •Coordinate with CMS for any improvement, corrective or preventative actions
 - Management of departmental administrative tools in an efficient and effective manner. Communication management via e-mail, telephone, fax etc.
 - Update and manage all new item entries into systems ensuring that inspection team have the correct information they need,
 - Make sure that pricing is accurate.
 - Problem-solving skills to ensure quality of work.
 - Understands and recognizes inspection information system alerts and flags and takes the appropriate actions.
 - Participates in departmental quality assurance practices.
 - May act as a resource to others who require assistance/training.
 - Follows all departmental policies and procedures related to data entry
 - Recognizes personal limitations and seeks guidance from supervisors or managers when needed.
 - Must perform research and correct any inaccurate coding and invoicing.
 - Communication between merchants, transporters to verify, invoice information.
 - Communicate with Accounts Payable department when corrections are made to billed invoices. making sure that all legal document has been provided by client.
 - Checking the history report of product if any and advice to inspector team deal with inspection report and issued the certificate.
- **III Administrative:**
 - •Plan and arrange all work related activities in an effective, timely and efficient manner
 - Prepare purchase requisitions, and maintains office stationary requirements
 - •Responsible in Screening and distributing incoming and outgoing correspondence

- **IV HSE & Quality:**
- • Compliance to all applicable policies, procedures and work instructions as per QHSE, ISO & CMS standards and the legal / regulatory requirements
- **V General:**
- Timely reporting
- • Compliance with company code of ethics
- • Cordial work relationship with colleagues, clients and interested parties.

Office Assistant & Logistic & Purchasing Coordinator

Black Labels Garments Accessories Trading LLC [2017 – 2018]

City: Dubai

Country: United Arab Emirates

- Assist in front office works such as handling phone calls, maintaining the availability of office supplies and stationery, welcoming visitors.
- Responsible for purchasing gift items and personal tasks from shareholders.
- Assist and coordinate with PRO related works.
- Support management and staff whenever required.
- Process all purchase orders, including coding and managing all information through excel order sheets (Order tracker, Buyer tracker, Order confirmation, Packing lists, Payments)
- Handle different kinds of export & Import shipments.
- Liaise with suppliers and buyers, acting as intermediary to expedite deliveries and resolve any issues relating to delivery.
- Communicate with the warehouse on all issues relating to delivery, monitoring the number of deliveries received/managed within delivery window. .
- Solicit written and telephone quotations from suppliers and assist in tabulating bids.
- Ensure all products within your category are accurately described on the website and have all the details required.
- Creation of Purchase Orders with accurate information to include, terms of delivery, delivery dates, payments terms, cost price and selling prices and style definition to product hierarchy.
- Ensure that all data entry for the shipment is completed.
- Constant support of customer service team in order to guarantee customer satisfaction Key

Performance Indicators.

- Payments and suppliers management
- Ensure the receiving team to check all items if there any discrepancy as (bad quality or missing items or extra items) and send email to the supplier inform him and add it as a credit note.
- Ensure when studio start and finish shooting items and return it to receiving team to gave it to data entry to upload on the website and return it to inventory team for labeling.
- Ensure the products it's go live on website to be available to the customer
- Maintain updated records of invoices and contracts, Follow up with suppliers as needed to confirm or change orders
- Maintain pantry and office supplies by checking stock to determine inventory levels, anticipating requirements, placing orders and stocking items
- Liaise with warehouse staff to ensure all products arrive in good condition, Conduct market research to identify pricing trends, evaluate offers from vendors and negotiate better prices, Monitor stock levels and identify purchasing needs Job Requirements.

Personal Assistant & HR Assistant

Bethahab Group Real Estate [2014 – 2017]

City: Dubai

Country: United Arab Emirates

- 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.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
- Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- Prepares reports by collecting information.
- Secures information by completing database backups.
- Provides historical reference by utilizing filing and retrieval systems.
- Contributes to team effort by accomplishing related results as needed.
- **Preparing job descriptions, advertising vacant positions, and managing the employment process.**
- **Orientating new employees and training existing employees.**
- **Monitoring employee performance.**
- **Ensuring that all employees are organized and satisfied in their work environment.**
- **Overseeing the health and safety of all employees.**
- **Implementing systematic staff development procedures.**
- **Providing counseling on policies and procedures.**
- **Ensuring meticulous implementation of payroll and benefits administration.**
- **Communicating with staff about issues affecting their performance.**
- **Ensuring accurate and proper record-keeping of employee information in electronic and digital format.**
- **Sourcing and sorting of CVs and applications filed with the company.**
- **Handle company CV-receiving emails or online databases for CV submissions.**
- **Collating those CVs and applications they receive from walk-in applicants.**
- **Fix interview appointment with the management.**
- **Collecting all document required for processing visa.**
- **Handling new resident visa, renewal visa and visit visa processing.**
- **Following up immigration system for any missing or in completed information.**
- **Follow up in immigration system till visa approved.**
- **Receiving Medical report test processing till approved.**
- **Handling ZAGEEL system to collect the passport to stamp the visa.**
- **Receiving all Passports from ZAGEEL and follow up for the pending passports.**

Office Manager

EL-Ahlyia Trading and Distribution [2012 – 2014]

City: Alexandria

Country: Egypt

- Answered calls daily to schedule appointments, make travel arrangements, and send needed documents.
- Created office guidelines and policies relating to per diem expenses, paid/sick leave, and training courses.
- Reviewed employee expense reports with department heads, consistently meeting the monthly deadline.
- Provided secretarial support to the VP of Sales.
- Managed aspects of the medical office from patient intake procedures to insurance bookkeeping.
- Handled large volumes (100+ weekly) of administrative requests, from everyday needs to those requiring executive input.
- Ordered office equipment and medical supplies through medical supply portals.
- Monitored office billing accounts and supply inventory.

Operation & documentation

Egyptian Freight services (EFS) [2007 – 2012]

City: Alexandria

Country: Egypt

- Maintaining database of clients and shipment orders
- Research and process corporate actions- (i.e. tender offers)
- Scheduling and booking deliveries
- Liaising with transport companies, interstate and international

- Ensuring all freight is cleared
- Monitoring LCLs and FCLs transport activities
- invoicing and costing on occasion
- Client reporting support
- Solve problems relating to sales, finance and transportation of goods in locations both national and overseas.

EDUCATION AND TRAINING

Business Administration

Alexandria University [2007 – 2011]

Address: Alexandria (Egypt)

Shipping

Ras Al Khaimah Oil Services & Energy Co. Ltd. (RAKOS) [03/2017 – 07/2017]

Address: Dubai (United Arab Emirates)

LANGUAGE SKILLS

Mother tongue(s): **Arabic**

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

DIGITAL SKILLS

My Digital Skills

Microsoft Word / Microsoft Excel / Outlook / Microsoft Office / Social Media / Team Work & Team Player / Problem solving person / Working Under Pressure / Able to learn new tasks quickly. / Dependable and Responsible