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UAE - Sharjah



# NOUR ATIYA

**BA IN BANKING & FINANCE.**

## EDUCATION

**2015-2019**

**BA IN BANKING & FINANCE.**

EMIRATES INSTITUTION  
FOR BANKING & FINANCE

## SKILLS

- Sales and customer service skills
- Communication skills
- Active listening
- Negotiation skills
- Leadership

## LANGUAGES

- Arabic
- English

## PROFESSIONAL SUMMARY

Driven and eloquent receptionist with an excellent client communication skill, my excellent administrative knowledge would be extremely helpful in providing quality services for any kind of customers, moreover, a good experience as a real estate agent, with a good understanding of leasing & selling transactions, negotiations & procedures, if given the chance, my goal would be to treble the company's Return on Investment by undertaking huge advertising of the company's properties.

## WORK EXPERIENCE

**2019-  
2020**

### HR OFFICER

Was in charge of overseeing all aspects of hiring process, including orientation & training new employees along with the assistance with payroll management ensuring that employees receive their salaries on schedule.

**2020-  
2021**

### RECEPTIONIST

Summarized in booking appointments, & social media marketing, along strong bonding with patients

**2021-  
2022**

### REAL ESTATE

Leasing agent, was in charge of leasing for tenants, making up the renting contracts online, a knowledge of Sharjah municipality and Sewa procedure, worked as an agent for selling & renting different kind of properties like: villas, apartments, offices, with good connection of agents in Sharjah & Dubai.