



## Contacts

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+971505006195

Email:  
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Nationality: Egyptian

Sex Male

Civil Status : Married

Visa Status: Visit Visa

## LANGUAGE

English (Fluent)  
Arabic (Native)

## SKILLS

- Project management
- Sales management
- Residential sale
- commercial sale
- Off plan properties s
- Quality management
- Time efficiency work efficiency
- Client relationship
- Management team building
- Leadership
- Event planning strategic
- Negotiation acute detailing marketing

# HOSSAM HAMDY HAMED RIZK



## CAREER OBJECTIVE

- 16 years of experience in Relationship, Client, and Sales Management in the Real Estate & Finance industry.
- Study, gather, and manage requirements and assuring that the requirements are met Strategic planning - Planning activities that ensure client's requirements are met along with optimization of manpower utilization and driving optimization initiatives for issue reduction and automation.
- Acted as a mentor for a team of juniors to help them understand the project's complexity and pick up the skills.
- Highest Target Achiever in the company and the only constant Target Achiever.
- To do my best & achieve professional as well as personal goals at a very trustworthy responsible position in any organization wherever I work. I am confident, coupled with diplomacy, wit, and determination to do well and would surely be beneficial to any organization.
- I believe that our attitude in life is decided by our attitude towards our work. I want to keep this in mind while undertaking anything in life.

## EDUCATIONAL BACKGROUND

- Bachelor of Commerce 1999-2000.
- A training course in the sales and marketing department.
- Training course in customer service.
- Training course approved by the Land Department in Ajman (area).



## EMPLOYMENT DETAILS

**Take a Chance Real Estate Broker Company, Dubai** Jul 2023 –Till Date  
**Position: Head of Sales**

**Aziz Development, Dubai, UAE**  
**Position: Property Consultant**



Sep 2018 –Dec 2020

**Bin Malek Real Estate**  
**Position: Official of the Sale and Leasing**



2014 - 2018

**Tiger Real Estate Group, Sharjah, UAE**  
**Position: Official of t he Sale and Leasing**



2011 - 2014

**Swan Line General Contracting, Ajman, UAE**  
**Position: General Accountant**



2008 - 2009

**Al Soud Company for Agricultural Machines and Equipment**  
**Position: General Accountant**



2006 - 2008

**Ease Delta Electricity Production Company, Egypt**  
**Position: General Accountant**



2002 - 2006

**West Delta Electricity Production Company, Egypt**  
**Position: General Accountant**



1999 - 2002

## **DUTIES AND RESPONSIBILITIES:**

- Keeping up-to-date with all current management decisions.
- 16 Years of experience in Relationship, Client and Sales
- Management in Real Estate & Finance industry.
- Good communicator, proficient in gathering user requirements and customizing database solutions as per need.
- Excellent time management skills with proven ability to work independently and quickly prioritize, coordinate and consolidate tasks, whilst simultaneously managing the diverse range of function from multiple sources.
- Building and maintaining healthy business relations with high net worth and corporate clients.
- Team leading and motivating for better results and time- to-time review to increase productivity.
- Strong knowledge of state working and emergency procedures to ensure customers' safety and provide a quick and appropriate response to Emergency situations.
- Ensure that each customer receives outstanding services by providing a friendly environment that including greeting and acknowledging every customer maintaining solid product knowledge and all other aspects of customer service.

## **KEY SKILLS & COMPETENCIES:**

- Marketing activities with management.
- Handling The Residential Township project in Greater Noida & Noida.
- Attending meetings and Business Conferences and Updating the Industry information.
- Preparing the Marketing plan with the help of team members.
- Maintaining the Quality of services for company's Goodwill and getting more bookings with the help of effective Market Research.
- Coordinating work activities with team members.
- Active Participation in Product Launching and Expansion of Business.
- Conducting and taking active participation in Exhibitions and Promotions of our Product.
- Proper coordination with team executives and various departments.
- Controlling of back office staff to update records and financial transactions.
- Computer literacy, record keeping and strong leadership
- Coordinating property repairs and maintenance
- Project management
- Preparation of property reports
- Small scale commercial development
- Strong communication skills, grasping power & reasoning ability.
- Ability to adjust to changing environment.
- A Sense of responsibility, optimism, patience & ability to work in a team.
- Handling customer queries for better customer satisfaction. Identifying prospective clients, generating business from the existing clientele to achieve business targets.
- Interacting with the clients and channel partners on a regular basis & providing redress to all their queries, complaints & handling all client relation.
- Managing the sales and marketing operations.
- Promoting new launches and accountable for achieving business goals and increasing sales.
- Implementing marketing strategies to build consumer preference and drive volumes.
- Conducting competitor analysis by keeping abreast of market trends and competitor moves to achieve market share metrics.



## COMPUTER SKILLS

- Microsoft Office – Word – Excel – Access – Power Point.
- Proficiency in dealing with online
- Dealing with social networking sites and place ads in all sites Real Estate market in the UAE and abroad.



## ACHIVEMENT

- Track record of consistently achieving and exceeding sales targets and showing high performance.
- Contributed in much successful seasonal promotion.



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## REFERENCES

Can be provided upon request

## DECLARATION

I declare that the information provided above is true and correct to the best of my knowledge.

**Hossam Hamdy Hamed Rizk**