**MOHAMED ROUBY**

Address: **Riyadh, Saudi Arabia**

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Energetic employee well-versed in strong communication and organization skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects. I have 3 years’ experience in **Sales in Abu Dhabi Real Estate Market**; and 5 years’ experience in **Sales and Marketing**, Administration,Operation Manager, HR, PRO, Tenders registration and reviewing and submitting, call center, customer service and an accountant.

Fluent in **English and Arabic**.

Have valid **driving license**.

**Professional Experience**

**Sales and Leasing Senior Property Consultant November 2023 – till September 2024**

Deals Experts Real Estate – Sole Proprietorship LLC

Abu Dhabi, UAE

**Sales and Leasing Senior Property Consultant June 2022 – November 2023**

Almira Real Estate

Abu Dhabi, UAE

* Consulting with clients to identify their needs, preferences, and financial concerns.
* Maintaining an extensive database of all properties for Leasing and sale.
* Communicating with legal counsel to prepare sale and lease documents
* Counselling clients on market conditions, prices, mortgages, legal requirements
* Developing a competitive market price by comparing properties and ensuring a fair and honest dealing
* Creating lists for real estate sale properties, with information location, features, square footage, etc.
* Display and market real property to potential buyers
* Maintain and update listings of available properties
* Promote sales through advertisements, open houses and listing services
* Remain knowledgeable about real estate markets and best practices
* Generating client leads to buy, sell, and rent a property

**Operation Manager & Admin September 2019 – February 2022**

Profix Maintenance and Facilities Management

Al Ain, Abu Dhabi, UAE

* Effectively handled daily customer meetings, sales calls and account management tasks, improving sales team efficiency. Built focused new client networks, growing business opportunities and increasing revenue possibilities.
* Fostered positive relationships with customers to enhance loyalty and retention.
* Increased revenue growth from existing customers through targeted account management and development.
* Delivered professional sales presentations, creatively communicating product quality and market comparisons to prospective clients. Generated new leads and opportunities to maximize revenue.
* Communicate with the clients to identify and define the project requirements, - scope and objectives Negotiate price and contract specifications and convenes clients
* Planning and implementing effective integrated marketing campaigns
* Planning, managing, executing, generating social contents and managing performance in various social platforms Content translation, including corporate/project materials, marketing
* Develop business and marketing plans in coordination with Managing Director to achieve revenue goals B2B and B2C Marketing
* Establishes marketing goals based on past performance and market forecasts
* Marketing by using all the marketing Strategies online social media or visiting the Targeted institutions with planned visit. Making Quality Visits for the Sites to ensure the work Quality and prepare the required Reports
* Calculate and collect the payment and update the payment status
* Arrange the Interviews for the Required vacancies - Filtering the CV's - Contact and Schedule the Interviews Handling the petty cash and the Technicians accounts
* Prepare the Technical offers for the Tenders
* Registration for the Governments Tenders and following up the Suitable tenders as well
* Monitor the GPS for the Company Cars and Prepare the attendance sheet and overtime for the Staff Handling the Customer Calls and giving appointments and following up with the Customers Handling the teams and arrange the Work Schedule
* Handling the customer complaints and following up until end Making Estimations and site visit for the required work Planning for the work by sharing with the management team
* Increased seasonal event sales through targeted selling in line with current marketing initiatives and promotions. Used product knowledge, sales abilities and customer relations skills to drive substantial profit increases.
* Provided excellent sales services by offering bespoke product advice to meet exact customer’s needs. Listened to customer needs and preferences to provide targeted advice, increasing sales opportunities.
* Monitored and analysed market trends and competitive offerings to identify opportunities for segment expansion.
* Maintained accurate contract records, clearly detailing and setting reminders for renewal timeframes to maximize customer retention. Exceeded sales and revenue targets by using consultative and value-driven approach to account management.

**Supervisor and Manager Assistant December 2017 – August 2019**

Gift Hypermarket

Al Ain, Abu Dhabi, UAE

* Supervising the Monitoring the daily work process
* Working as PRO Assistant and processing all the visa papers and the required documents for the work and the Government Handling the customer Requests and assure that all the staff following the Etiquette while talking to the customers Supervising the Staff leave and preparing the Attendance list and the overtime sheet
* Supervising the staff room and arrange the work and the cleaning schedule
* Maintain team motivation, ensuring daily tasks were performed accurately and efficiently. Built customer retention and satisfaction by delivering top-quality service.
* Managed staff rotas, planning workloads effectively and strategically.
* Planned, organized and monitored resources for efficient use of labour, equipment and materials.
* Demonstrated ability to assess risk and respond to issues appropriately, eliminating workplace accidents and incidents. Managed store opening and closing, taking key holder responsibilities seriously to uphold robust security.
* Identified operational problems and proposed solutions to management, improving service efficiency. Maintained clean, organized working areas to create positive, productive environments with minimal risk. Priced and displayed items clearly and correctly, enabling ease of retrieval for customers.
* Balanced and reconciled transactions to produce accurate financial records.
* Increased team productivity through effective staff planning, coordination and task delegation. Achieved order processing and delivery time targets through smooth warehouse operations.

**Accountant December 2016 – December 2017**

Al Baraka Mall

Egypt

* Update general ledger and payroll files.
* Calculate net salaries considering deductions and withholdings. Ensure payroll and tax documents are accurate.
* Prepare accounting files, records, and schedules. Monitor paid and unpaid leaves.
* Process overtime earnings or holiday deductions. Answer employee questions concerning payroll.

**Education**

**Bachelor in Commerce Faculty of commerce Bani Suef University - Egypt | 2011 – 2015**

**Key Skills**

* Marketing
* Digital marketing
* Marketing strategy
* Marketing campaigning
* Account management
* Retail marketing
* Business development
* Competition analysis Sales
* B2B sales
* B2C sales
* Social media content management
* Ability to convince the customers
* Communication skills
* Outstanding interpersonal
* Administration Accounting
* Negotiation Skills
* Computer Language
* Verbal Communication
* Skills Problem Solving
* Customer Service
* Leadership
* Event Planning
* Global Project Management
* Creativity
* Pressure Handling
* Skilled Multi Task

**Personal Information**

Nationality: Egyptian

Date Of Birth: 31/01/1993

Marital Status: Single

UAE Driving License: Yes

Languages: Arabic, English