

Cover Letter



Dear Hiring Manager / Talent Acquisition / HR Team,

I am looking to gain practical experience within the customer services sector and feel that a full time within your company would help me to demonstrate the abilities I have.

I believe my skills in Customer Services, People Management, Administration, Forecasting, Managing Conflict, Managing Client Expectations and Running day-to-day customer centric operations would make me a positive addition to your team. If you would like to get in touch to discuss my application and to arrange an interview, I am readily reachable at +97150 123 0802

I look forward to hearing from you soon. Yours

sincerely,

Moheeb Abu Ezzaldeen

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CONTACT:

PHONE:

+97150 123 0802

EMAIL:

moheeb.abouezzaldeen@icloud.com

NATIONALITY:

Lebanese

DATE OF BIRTH:

13-4-1992

ADDRESS:

Dubai, UAE

SKILLS:

Fluent in English – Reading / Writing.

Fluent in Arabic – Reading / Writing.

Microsoft Office.

Strong sales, negotiation and communication skills.

Customer Service.

Experience of working to targets.

Time management.

Teamwork.

EDUCATION

NTI National Technical Institute, Lebanon

2010 - 2013

Graduated with degree in Marketing

NTI National Technical Institute, Lebanon

2009 - 2010

Completed and graduated with a degree in English Language

WORK EXPERIENCE

Homes 4 life Property Consultant, UAE

May 2020 – Present

Finding clients in need of consultancy services through cold-calling, advertising, and business presentations and assisting clients to make sound property-purchasing decisions. Making analysis of the market trends to identify the most sought-after and profitable areas. Consulting with clients to identify their needs, preference, and financial concerns. Maintaining an extensive database of all properties for sale. Developing strategies to increase the value of properties for clients looking to rent or buy and conducting negotiations with real estate about prices on behalf of clients. Preparing and present business proposals to clients to convince them of our services and secure a consulting deal and give clients recommendations and advice on appropriate property investments to make. Communicating with legal counsel to prepare sale and lease documents to close the deal.

Babel Assistant Restaurant Manager, UAE

May 2018 – May 2020

Responsible for day-to-day operations of Babel, Lebanese cuisine. My activities included opening / closing checklists, responsibility for scheduling, ensuring that guest feedback and complaints are appropriately managed, responsible for producing daily sales / revenue reports, supporting floor staff, manager in charge, training of newly joined employees, daily briefings and goal setting, responsible for handling cash operations

Zahr Al Laymoon Restaurant Supervisor, UAE

March 2015– October 2017

Responsible for day-to-day operations. My activities included opening / closing checklists, responsibility for scheduling, ensuring that guest feedback and complaints are appropriately managed, responsible for producing daily sales / revenue reports, supporting floor staff, manager in charge, training of newly joined employees, daily briefings and goal setting, responsible for handling cash operations and food tasting.

SAKR Real Estate, Property Consultant, Lebanon

June 2012 – January 2015

Responsible for assisting clients to make sound property purchasing decisions/ Analyzing market trends and demographics to identify the most sought after and profitable area/ Maintaining an extensive database of all properties for sale/ Follow up on leads for buyers and sellers/ finding clients / Building relationships.

Merhi Sales Company Staff Supervisor, Lebanon

June 2010 – January 2012

Responsible for managing incoming calls / enquires and requests. Managed the booking of meeting room facilities. Organized travel and accommodation for staff / customers. Responsible for organizing and executing internal / external events. Managing incoming email enquiries.

Reference

Available upon request