

NANCY NABIL YASSIN SOLIMAN

OBJECTIVE

Seeking a challenging position where my interpersonal, communication and leadership skills can be applied and further developed.

EDUCATION

Bachelor of Art, Faculty of Archaeology for Greek and Roman Studies, Alexandria University, Egypt, 1996.

- Major: Archaeology High school, Mere De Dieu, 1992.
- Arts section.

LANGUAGES

Excellent written and verbal skills in Arabic, French and English language.

CERTIFICATES & AWARDS

- Certificate Of Completion Management Skills Course
- Best Employee Certificate from Azizi Development
- Performance Certificate from Azizi Development
- Chairman Award from Azizi Development
- Award of Excellence from Azizi Development

SKILLS

- Excellent communication skills
- Excellent computer skills
- Reliable, flexible, confident, and friendly personality
- Ability to perform several tasks simultaneously
- Able to work under pressure and meet deadlines
- Assist in providing solutions to problems
- The ability to work with others to achieve a common goal
- Highly skilled in Windows, MS Office
- Dealing with numbers and math and estimates

EXPERIENCE

ORIENTAL PEARLS, Dubai, UAE

DEC2018 – MAY2020

TITLE: SENIOR ACCOUNT MANAGER –AGENCY DEPARTMENT

Key Accountabilities:

- Handling Middle-East market and selling Agencies luxurious off-plan Properties.
- Research, prospect, obtain leads and developed new business opportunities in order to reach sales targets
- Maintain and develop existing agencies through appropriate propositions, ethical sales methods, and relevant internal liaising to optimize quality of service, business growth, and customer satisfaction.
- Ensures sales orders and all agencies information created in Oracle and all milestones updated for all deals closed.
- Validates and verifies all documentation submitted by the agencies, prior to processing a sale to ensure compliance with the policy.
- Responsible for managing agencies and ensuring that set targets achieved within the period.
- Represents the company during exhibitions/ sales launches/ events when required.
- Conducting extensive market research to analyze and assess market potential, tracking competitor activities.

DAMAC PROPERTIES, Dubai, UAE

MAY2018 –NOV 2018

TITLE: SENIOR RELATIONSHIP MANAGER

Key Accountabilities:

- Research prospects, obtain leads, and develop new business opportunities in order to reach sales targets.
- Capture leads and prospects and maintain a database for such prospects.
- Ensure sales orders created in Oracle and all milestones updated for all deals closed.
- Ensure all customer information captured and recorded accurately in Oracle.
- Validate and verify all documentation submitted by the customers, prior to processing a sale to ensure compliance with the policy at all times.
- Update the competitors pricing and other initiatives.
- Prospects and meet clients outside the sales office by scheduling meetings in a way that do not affect the sales center's operations.
- Complete other assigned tasks within given deadlines.
- Research potential business to secure buildings, projects, developments, apartments and villas for sale and for rent.

AZIZI DEVELOPMENT, Dubai, UAE

AUG 2016 – APR2018

TITLE: ACCOUNT MANAGER –AGENCY DEPARTMENT

Key Accountabilities:

- Handling Middle-East market and selling Agencies luxurious off-plan and ready properties of Azizi Properties.
- Research, prospect, obtain leads and developed new business opportunities in order to reach sales targets
- Maintain and develop existing agencies through appropriate propositions, ethical sales methods, and relevant internal liaising to optimize quality of service, business growth, and customer satisfaction.
- Ensures sales orders and all agencies information created in Oracle and all milestones updated for all deals closed.
- Validates and verifies all documentation submitted by the agencies, prior to processing a sale to ensure compliance with the policy.
- Responsible for managing 350 agencies and ensuring that set targets achieved within the period.
- Represents the company during exhibitions/ sales launches/ events when required.
- Conducting extensive market research to analyze and assess market potential, tracking competitor activities.

SCHON PROPERTIES, Dubai, UAE

MAR 2015- JUL 2016

TITLE: SENIOR PROPERTY CONSULTANT

Key Accountabilities:

- Research prospects, obtain leads, and develop new business opportunities in order to reach sales targets.
- Capture leads and prospects and maintain a database for such prospects.
- Ensure sales orders created in Oracle and all milestones updated for all deals closed.
- Ensure all customer information captured and recorded accurately in Oracle.
- Validate and verify all documentation submitted by the customers, prior to processing a sale to ensure compliance with the policy at all times.
- Update the competitors pricing and other initiatives.
- Complete other assigned tasks within given deadlines.
- Ensure compliance with the sales policies at all times. Real estate office managers may also have office management duties, such as dispersing information and supervising staff, which may include receptionists, sales agents, and other employees, and evaluating job performance.
- Other duties may include keeping cost and sales records, presenting property budgets, and generating real estate financial reports.
- Research potential business to secure buildings, projects, developments, apartments and villas for sale and for rent.

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- Continually research and understand the Dubai and UAE property markets, including property owners, new and proposed developments, property laws, tenants, developers, investors, competitors and their marketing activities.
 - Maintain regular contact with developers, property owners, investors, tenants and owners to find new opportunities and assess existing ones.
 - Maintain regular contact with property owners, investors, clients, developers and tenants by means of telephone calls, emails, letters and meetings.
 - Source and secure business opportunities, properties and developments for LRE to include in our CRM property inventory system.
 - Source and secure sellers, buyers, investors and tenants for LRE properties.

Event Management / Sales Launches:

- Represents the company during exhibitions and shows where the company is participating or invited.
- Participate in sales launches / events whenever required. Reports:
- Create pipeline reports for submission to line manager.

REAL STATE SALES AGENT, Dubai, UAE,

JAN 2013 – MAR 2014

Key Accountabilities:

- Advised clients on market conditions, prices, mortgages, legal requirements and related matters.
- Prepared several interior design options for the properties in Dubai
- Compared a property with similar properties that have recently sold in order to determine its competitive market price
- Free Lancer, Real estate Sales Agent and Interior Designer of homes, Alexandria, Egypt, (2008-septembre 2012)
- Consulted several Egyptian clients on how, where, and what to buy in real estate.
- Accompanied the clients to the property sites.
- Discussed the price conditions with the owners of properties.
- Acted as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Generated lists of properties that are compatible with buyers' needs and financial resources when asked for advice.
- Held database for the properties' buyers, and sellers in Alexandria.

NADCY FOR GENERAL SUPPLY, Alexandria, Egypt, JAN 2008 - DEC 2012

TITLE: SALES MANAGER

Key Accountabilities:

- Contact the suppliers to get the least bidding price.
- Market products to the distributors.
- Handle the marketing of referrals.
- Choose the products to be sold.

LITTLE ME FOR CLOTHES, Alexandria, Egypt, MAR 2004- DEC 2006

TITLE: OWNER

Key Accountabilities:

- Get baby products from the best suppliers
- Market research to understand the competitors and the target market.
- Hiring and supervising employees.

PERSONAL DETAILS

- Date of Birth: December 14, 1974.
- Nationality: Egyptian.