



Mahmoud Mohamed Elsayed

Salesperson / Real Estate

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Nationality: Egyptian || **Marital Status:** Single || **Age:** 38 || **Address:** Abu Dhabi || **Visa:** On Visit Visa
|| **Education:** High school

● Summary

I am an experienced Real Estate Agent with vast knowledge in real estate transactions, negotiations, and processes. Having been in the real estate industry for 12 years, I have acquired sufficient and dependable knowledge in marketing properties. If given the opportunity, I will conduct massive advertisement of the company's properties. I am highly experienced in buying and selling properties, with good knowledge of real estate marketing techniques and procedures & ability to convince customers to buy properties. With this said, I am very confident that I will be a great asset to the company.

● Work Experience

Real Estate Agent at «Maskanok Company» Riyadh, KSA – August 2013 to June 2020

- Real Estate Marketing
- Create lists and content for real estate properties, with information location, features, square footage, etc.
- Promote properties with ads, listings, and open houses.
- Review purchase contracts to ensure that KSA laws are met.
- Show properties to potential buyers and renters.
- Present purchase offers to Clients.
- Identify which assets are a property's top selling points for that neighborhood.
- Pinpoint the best places to invest money.
- Generate business by helping customers resolve problems and following up on work in progress.
- Contact tenants regarding rent step-ups and late payments.
- Assist in preparation of renewals of tenant's leases, and other documents.
- Assist with new tenant move in coordination following company procedures.
- Assist accounting department on accounts receivables and monthly payable.
- Work on special projects on an as needed basis.
- Answer phones and properly forward calls and other administrative/support tasks as necessary.

Real Estate Agent at «Moussa AL Moussa Real Estate Group» Riyadh – KSA – November 2011 to August 2013

- Managing Director of the Group's main office.
- Conducting some HR duties.
- Conducting Campaign advertising and designing Ads, billboards, brochure, graphic designer of the web site for the group.
- Responsible for Ads. via the Internet and SMS messages.
- Data entry, training newcomer marketers and sellers when required.
- Coordinating maintenance requests from tenants.
- Ensuring tenant files and contact information remains current.

Real Estate Agent, at «El Barqi Real Estate» Giza, Egypt - November 2010 to November 2011

- Real estate Marketing.
- Collecting data of new properties.

Real Estate Agent at «El Akkad Real Estate» Cairo, Egypt - March 2009 to October 2010

- Real estate Marketing
- Secretarial work and Data entry.

Data Collector at «Arab Ad» Cairo, Egypt - February 2007 to March 2009

- Data Collection and Data Entry for the design of the «Comprehensive Guide To Industrial Cities In Egypt»; the first Industrial Directory for industries in Egypt.

**Data Entry Clerk & Computer Technical Support - Cairo, Egypt
September 1999 to March 2005**

- Data entry.
- Maintenance & Technician Computer Support

● **Personal and Computer Skills:**

- Ability to develop good relationships with prospective customers
- Proficiency in social media marketing techniques
- Excellent Internet Searching Skills
- Proficiency in working with Microsoft Package (Word, Excel, PowerPoint...etc.)
- Very good knowledge of real estate laws and procedures
- Wide knowledge of employees' management.
- Ability to convince customers to buy properties

● **Education**

- High school, 2002

● **Courses**

- A range of courses in the basics of computer use & other courses in the maintenance of computers
- Adobe Photoshop. Adobe Flash, Adobe Ai
- Reservation and Ticketing Diploma Amadeus System.

● **Associations/Websites**

- <https://citizenshipambassador.com/ar>