



CAREER OBJECTIVES

To help the organization accomplish its goals and thrive, by employing my accumulated knowledge and experience...

CONTACT



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LANGUAGES:

- Native Arabic
- Fluent English

SKILLS:

- Active team member
- Good problem solver
- Creative thinker

HOBBIES

- Jogging
- Yoga
- Dancing

SUAAD SAYED

Nationality: Yemen
Date of Birth: 05/11/1984
Place of Residence: Dubai, United Arab Emirates
Visa Type: Family Sponsorship
Driver's License: UAE Driver's License

EDUCATION



Masters of Science • 2013 • Bangor University, UK
Merit - Finance



Bachelor of Business Administration • 2011 • American University in Dubai (AUD)
3.07 GPA – Finance

WORK EXPERIENCE



Realtor • One Broker Group, Dubai
• Nov/2017 – Dec/2017
+ Selling and renting properties in Dubai



Administrator • Global sphere Commercial brokers, Dubai
• Aug/2013 – Dec/2015
+ Attended business meetings, domestically and internationally, as a translator and note keeper
+ Drafted and translated contracts from Arabic to English, and vice versa
+ Handled organization's telephonic and electronic communication
+ Organized and stored paperwork, documents and computer-based information



Sales Agent • Arabian Falcon Holidays, Dubai
• July/2005 – June/2007
+ Delivered presentations about Dubai and its tourism attractions to clients
+ Presented the company off plan units in Palm Jumeirah, along with the tourism destinations available with the packages
+ Handled customers questions
+ Sold units, achieved sales quota and surpassed targets



Advertising Agent • Golden Star Advertising, Dubai
• July/2004– June/2005
+ Applied a mix of traditional, modern and creative methods of searching for potential customers indoor and outdoor
+ Discussed and sold advertising opportunities



Customer Assistant • Sukya Drinking Water Factory, Dubai
• July/2003– June/2004
+ Answered calls and assisted in scheduling delivery times
+ Received feedback and offered supportive customer service