

# Job Application

**Attention: General Manager/Recruitment/HR Department**

Dear Sir/Madam,

I am writing to express my interest in applying for a position commensurate with my present qualifications in your esteemed organization.

Based in UAE, Previously employed as Sr. Property Advisor – Customer service at Hamptons international By Emaar international reporting to the Line Manager – Sales

Department. I have a total of 9 solid years' work experience in UAE in the field of sales, telesales and customer service.

I believe that the skills I have acquired during my professional and educational experiences will be valuable assets for your organization and/or your clients. Apart from these, I am naturally a spontaneous person and quick thinker.

Attached are my contact details and detailed CV for your review. I would appreciate the opportunity to speak with a member of your recruiting team in due course. Thank you very much for your consideration.

Sincerely,

**Mohamed Ali Gouda**

**Mobile: 050-3740369**



## MOHAMED GOUDA

### Address for

### Correspondence:

Silicon Oasis, Dubai, U.A.E.

### Mobile numbers:

+971-503740369

### E-mail:

Mohamedgouda8686@yahoo.com

### BIO-DATA:

**Date of Birth :** 24.07.1986

**Gender :** Male

**Nationality :** Egyptian

**Visa Status :** Res Visa

**Exp :** October 2021

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### Spoken Languages:

- Arabic: Mother tongue.
- English: Influent

# Curriculum Vitae

## OBJECTIVE

- To work with an established organization where I can impart my knowledge and experiences, therefore become an asset & valuable part of the company's continued success
- Share Experience learnt and gain knowledge which will help in my career growth.

## MY PROFILE

9-Years work experience in United Arab Emirates in the field of Marketing, Customer Service and Sales.

## EMPLOYMENT EXPERIENCE

### ❖ August 2018-Present ; Customer service – telesales Hamptons International (Emaar) - Dubai

- Achieve assigned revenue targets
- Source and increase the inventory stock of units including ownership information
- Source / generate leads by active networking, making outbound calls and relationship building
- Ensure all leads and enquiries are attended to as per best customer service practices; follow up with clients on a regular basis
- Update records on Masterkey regularly; accurately record all client details in the database and ensure that all responses are dealt with, in accordance with customer service standards
- Adhere to company's policy and procedure for the complete leasing process / transaction including:
  - Issuing, collecting and recording relevant documentation
  - Complete data sheet and submit leasing pack after completion of transaction
- Specific approval from Manager for any change / amendment in leasing contract and dealing with external agencies
- Pro-actively strive to have an in-depth understanding of the International market, including the company's market share and that of competitors
- Promote other Hamptons Services/ Emaar Projects where appropriate and generate referral leads
- Other Company related duties that may be assigned by the head of the department that are consistent with the department and Company mandate

### Technical Skills:

- Full knowledge of Microsoft Office and Windows
- Knowledge of photo and video journalism
- Automobile driving (ICDL – International Computer Driving License) with valid U.A.E. driver's license.
- RERA Certificated

### Personal Skills:

- Ability to work under pressure
- Self-motivated
- Very good communications skills (English & Arabic)
- Dedicated worker, self-confident and quick learner
- Excellent in meeting deadlines

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### References:

- Available and shall be furnished upon request

### ❖ June 2017 - May 2018; Sr. Property Consultant ❖ Customer service – Telesales ❖ Damac Properties, Dubai, UAE

- Contact potential clients through calls, emails, etc. to offer them property consultancy services
- Prepare and present business proposals to convince clients and secure a consulting deal
- Monitor the property market to watch out for new and old properties up for sale
- Put properties up for sale by advertising them on various media and advert channels
- Conduct research and analysis of property market to identify areas with increasing demand and profitability margin
- Maintain an up-to-date knowledge of government housing/property laws and policies
- Build and establish good working relationship with legal counsels and other consulting professionals to exchange ideas and expand personal network
- Evaluate the objectives of an investor to identify their needs and requirements
- Conduct surveys to obtain data which provides information regarding profitable property investments
- Give clients recommendations and advice on appropriate property investments to make

### ❖ July 2014 – December 2016: Property Consultant, ❖ Promotional venue – Customer service ❖ The First Group Developer , Dubai, UAE

- Carefully studies property listings.
- Interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts.
- Establish / develop and maintain client database including regular contact with all clients
- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Performs other duties assigned to me.

❖ **October 2011 – April 2014: Assistant Store Manager, Du Telecom Company, Abu Dhabi, UAE**

- *Introduces and promotes new products to the customers. Assists and suggests ideas to customer's needs. Feeding future buying trends back to employers;*
- *Advise on forthcoming product developments and discussing special promotions;*
- *Attends to customers' inquiries & complaints if any, and requests regarding the products.*
- *Negotiating on price and costs, delivery and specifications with buyers and managers;*
- *Attend internal meetings as required*
- *Performs other duties assigned to me.*

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**EDUCATIONAL QUALIFICATION**

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- Bachelor's degree, Cairo Open University.
- Secondary Education, Al Azhar al shareef, Egypt, 2005.

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**EXTRA CURRICULAR ACTIVITIES/TRAININGS/SEMINARS:**

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- June 2012: Attended Customer Care Service Training for Abu Dhabi Mall Trade Center
- September 2016: Certificated RERA Courses from Dubai Land Department

I certify that the above information is true and correct to the best of my knowledge and belief. I assure that I will perform the duties and meet the organizational requirements sincerely and to the satisfaction of my superiors if given an opportunity to work in your esteemed company.

**Yours Sincerely,  
[MOHAMED ALI GOUDA]**