

PERSONAL INFORMATION

MOHAMED ANIS FADL



📍 Dubai City, UAE

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Sex Male | Date of birth 01/06/1989 | Nationality Egyptian

- I Have UAE residence and UAE driving license

I am an experienced Real Estate Agent with vast knowledge in real estate transactions, negotiations, and processes, I have acquired sufficient and dependable knowledge in marketing properties, if given the opportunity, my goal is to triple the company's Return of Investment, I am very confident that I will be a great asset to the company.

WORK EXPERIENCE

(2010-2011)

Waiter at coffeeshop in Zamalek, Cairo, Egypt.

(2011-2012)

Captain at coffeeshop in Zamalek, Cairo, Egypt.

(2012-2013)

Casher at coffeeshop in Zamalek, Cairo, Egypt.



(2013 – 2014)

Telesales Agent Dimensions Real Estate, Nasr City, Egypt

- Contact potential or existing customers to inform them about a product or service using scripts.
- Answer questions about the company's projects.
- Ask questions to understand customer requirements and close sales.
- Qualifying the potential clients and gave them to the sales team members to close it.
- Enter and update customer information in the database.
- Keep records of calls and sales and note useful information.



(2014 –2021)

Teller Exchange Company, Eltadamon for exchange, Shubra, Egypt

- Identifying damaged, mutilated, altered & counterfeit money that is not legal tender.
- Adhering to all of the Exchange Company strict security, audit, and compliance requirements.
- Reporting any suspicious customer activity to managers & relevant colleagues.
- Can quickly become familiar with all of Exchange Company products and services
- Can communicate effectively and professionally with members of the public.
- Able to speak in a relaxed and sociable manner to customers from all walks of life.
- Preparing the daily cash reports & submit it, automated and manually counting.
- Professionalism & efficient banking, handling cash to financial admin.
- Clearances, daily journal, cash receipt handling.



مركز العقارات
KHUYOOL PROPERTIES

(09/2021- 02/2022)

Sales Agent Khuyool Properties , Dubai, UAE

- Highly experienced in selling properties.
- Good knowledge of real estate laws and procedures.
- Familiarity with marketing techniques.
- Ability to convince customers to buy properties.
- Ability to develop good relationships with prospective customers.



(02/2022-Till now)

Sales Agent Top View Real Estate brokerage , Dubai, UAE

- Prepared purchase documents and closing documents for clients.
- Developed relationships with clients to understand their needs and provide the best real estate solution.
- Researched the market regularly to generate lists of properties for prospective clients.
- Directed real estate deals from the initial contact with clients and financial assessment, to showing and listing properties, negotiation, processing and successfully closing transactions.
- Established and maintained good relations with all client

EDUCATION AND TRAINING

(2007 – 2010) Faculty of social work Helwan University.

(2009) Department: Social specialist
Amal specialized hospital
Alagoza, Cairo, Egypt

(2010) Department: Social specialist
Ressala charity organization
Elmohandsen, Cairo, Egypt

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Good	Good	Good	Good	Good

Communication skills

(Leadership - Self-motivation - Decision Making - Communication Patient - Problem solving - Problem solving - Problem solving Critical thinking - Flexibility - Team work - Organization Creativity Attention to details - Responsibility Project management Sales & customer service - Strong communication skills)

Computer skills

- MS Office (Word, Excel, Outlook, PowerPoint, Access)
- Social Media (Facebook, Twitter, Instagram).
- Email communication
- Operating systems (Windows)