



Abdelrahman Zakaria

Addr. 25 Khedr Al Tuni Street, Nasr City, Cairo, Egypt

EDUCATION

Mar	2021	Advanced Diploma, Human Resources Management from EgyCham accredited by HRCI & Ain Shams University.
May	2019	Graduated from Future University in Egypt Section: Faculty of English Commerce, Major Accounting, Minor: Human Resources Management
July	2015	Hamad bin Abdullah Secondary Independent School in Qatar National Bachelor.

PROFESSIONAL EXPERIENCE

Oct. 2018 – Jan. 2020

Bright Home Real Estate, Cairo

Senior Property Consultant

Job Tasks & Duties:

- **Present Bright Sales pitch and units' availability using the tools provided by Business Development and Marketing.**
- **Present offers and payment plans to buyers and accompany them during visits to show them property, advising them on the suitability and value.**
- **Manage clients closely throughout sales process from prospecting to contract signing. This entails gaining a client's trust by being their Property Consultant and constantly update clients on new developments.**
- **Providing superior customer service and relationship management for future cross sell and upsell opportunities. Strive to satisfy all client needs and resolve any issue with loyalty, professionalism and integrity.**
- **Communicating client technical modification requests to the technical department to ensure client comments and requests are amended to by the concerned department.**
- **Provide accurate, valid and complete information by using the right methods/tools.**

May. 2016 – Aug. 2018

Zein House Real Estate, Cairo

Property Consultant

Job Tasks & Duties:

- **Act as an ambassador for the company by always representing the company positively both in and outside the work place.**
- **Maintain relationships and effectively coordinate with multiple points contact, both internal and external.**
- **Take-on and coordinate special projects and events as needed.**
- **Identify and assess client's needs to achieve satisfaction.**

PROJECTS

- **Technical support Associate in Arab games Doha 2011.**
- **Volunteer in Doha festival city, as coordinator 2014.**

LANGUAGES

Arabic: Mother tongue.
English: Excellent in both speaking and writing.

PERSONAL SKILLS

- **Very hard worker, highly motivated and enthusiastic to achieve my goals.**
- **Proven leadership abilities and work schedule planning.**
- **Seeking accuracy, excellence and high quality in performing my work.**
- **Very good public speaking skills.**
- **Willing to learn and very quick learner.**

INTERESTS AND ACTIVITIES

- **Traveling, seeking adventures & new cultures (Been to: Qatar, Bahrain & KSA).**
- **Practicing Sports (Football: professionally for 6 years at AL Rayyan sports club (in Qatar), Swimming, & HiMING the gym).**
- **Reading and general knowledge.**
- **AMending different and new social activities, events and charities.**

PERSONAL DETAILS

Name: Abdelrahman Mostafa Ali Zakaria
Date of Birth: December 6, 1996
Nationality: Egyptian
Military status: Completed

Note: References furnished upon request.