

- Studied purchase and contract agreements to understand logistics and nuances involved in carrying executed agreements through to completion.
- Created and organized digital copies of paper contracts and agreements, organizing and securing files according to company policy.
- Reported to agents and supervisors regarding statutory and contract requirements to inform time-sensitive decisions.

10.2019 - 06.2021 •	Sales Representative Swiss Arabain Perfumes - Dubai, UAE
	 Utilized well-honed interpersonal and people skills to approach customers, engaging in conversation to promote products. Applied extensive knowledge and training on perfume and scent products to educate prospects and customers. Processed credit and debit card payments to complete purchases. Demonstrated products to help customers make purchasing decisions on perfumes and fragrances. Opened, shelved and merchandised new products in visually appealing and organized displays for optimal sales promotions.
12.2014 - 08.2019	Real Estate Agent PIBIC Group - Cairo, Egypt
	 Communicated with clients to understand property needs and preferences. Advertised client properties through websites, social media, and real estate guides. Negotiated, facilitated, and managed real estate transactions. Developed and maintained relationships with clients through networking, postcards, and cold calling. Marketed and sold property for clients by hosting open houses and advertising online and in print.
12.2010 - 12.2014 •	 Customer Service Representative Carrefour Egypt - Cairo, Egypt Offered advice and assistance to customers, paying attention to special needs or wants. Provided primary customer support to internal and external customers. Answered constant flow of customer calls with minimal wait times. Responded to customer requests for products, services, and company information.
Education •	
2010 •	High School Diploma, Business High School - Egypt
Languages •	ArabicEnglishBilingual or Proficient (C2)Bilingual or Proficient (C2)