



# RAHIM AKLI

## CONTACT

Barsha Heights, Dubai Tecom

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## EDUCATION

June 2019

Bachelor Of Technology:  
Mathematics And Computer  
Science

**Mouloud Mammeri University,**  
Algeria

June 2016

High School Diploma : Experimental  
Science

**Algerian School,** Algeria

## LANGUAGES

**Arabic:** Native Speaker

**French:** C2  
Proficient

**English:** C1  
Upper intermediate (B2)

## PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## SKILLS

- Microsoft CRM
- Creative Solution
- Presentation Material
- Customer Satisfaction
- Project Proposals
- 2020 Design Software Expertise
- Social Media Posting
- Social Media Trend Analysis
- Digital Media
- Online Marketing and Advertising
- Increasing Engagement
- Social Media Management

## WORK HISTORY

November 2023 - Current

**Telesales Executive, *Texture Properties*,** Barsha Heights (tecom), Dubai

- Pitched new offplan projects and secondary listing to potential buyers, generating new leads and sales opportunities.
- Asked relevant questions to assist the potential clients with selecting needed or requested services like listing their properties for sale or rent, or to buy or rent a property for them self.
- Generated leads and established relationships with potential clients through cold calls.
- Provided information about available projects and services, and purchase advantages.
- Collaborated with marketing teams to develop and execute approche strategies for the new projects launches.
- Explained projects prices and payment plan as well as sending the lead to the rights agents.
- Developed extensive knowledge of projects and secondary listings to assist better the clients.

January 2020 - November 2023

**Credit Card Sales Representative, *BNA (National Bank Algeria)* ,** Alger, Algeria

- Assisted customers with questions and inquiries to provide information regarding credit card accounts.
- Built strong relationships with customers to increase retention and loyalty.
- Recommended products and services to meet customers' credit card and banking needs.
- Implemented strategies to reduce risk of credit card fraud and identity theft.
- Evaluated customer creditworthiness and financial statements to determine credit limits.

- Made decisions and recommendations about extending lines of credit.
- Negotiated payment plans and loan terms with delinquent customers.
- Analyzed creditworthiness of loan applicants and determined credit risk of loan requests.
- Performed credit reviews on corporations to assess financial conditions.

September 2019 - January 2020

**Administration Officer, BNA (*National Bank Algeria*), Alger, Algeria**

Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.

Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.

Prepared reports to assist business leaders with key decision making and strategic operational planning.

Standardized office structures and processes to promote collaboration and increased performance.

Interpreted management directives to define and document administrative staff processes.

Maintained CRM database with customer updates and report generation.

Collected data, input records and protected electronic files.

Created and updated physical records and digital files to maintain current, accurate and compliant documentation.