Curriculum Vitae

Name : Mahmoud Nabil Soliman Soliman

Contact : +2 010 2654 2718

Nationality : Egyptian

9 years' experience in Dubai

UAE driving license

Address : Haram st Cairo

Date of Birth : 05/03/1989

Marital Status : Married

Passport No : A15570020

Email : mahmoudsoliman.j3@gmail.com

Education

Modern Academy in Egypt __ May 2009

Bachelor of commerce __ Accounting & Finance

Skills

Arabic and English speaker.

Smart, Creative Positive and Self-Motivated.

Excellent knowledge in Microsoft office: Excel, Word, Outlook, PDF, Peachtree.

Interested in cooperate with other people and work as a team.

Knowledge of how to close deals with customers and building relations.

Excellent Business Communication and presentation skills.

Good knowledge of sales management in the UAE market and banking service.

Work Experience in Egypt

Job title : sales executive

Jul 2021 to present

Company : Asass property consultant

Responsibility

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determine client’s needs and financial abilities to propose solutions that suit them
- intermediate negotiation processes consult clients on market conditions prices and mortgages
- Understand your local real estate community.
- Work with fellow Business sales managers when representing your clients.
- Develop Strategic sales skills.
- Come up with marketing plans for selling the homes in your portfolio quickly and for good value.
- Assist property buyers and sellers with their real estate transactions.
- Studying property listings, interviewing prospective clients.
- Accompanying clients to property sites.
- Discussing conditions of sales, and drawing up contracts.

WORK EXPERIENCE in Dubai

Job title : Field Coordinator Small & Medium Enterprises

(Bank sector)

Jun 2015 to May 2020

Company : Green lines group__ (Debt collection)

Location : Dubai

Responsibility

- Follow-up e-mail every day to receive messages from banks to complete regarding visits related to loans SME.
- Visit the company to provide information on the activities.
- Verification of these company do you have official documents from the state in order to be the loan disbursement.
- Ensure these companies as capital, which was held by the company.
- Ensure the annual profit of the company.
- Ascertain the number of staff present in the company.
- Check cam number of customers who frequent the company on an ongoing basis.
- Making sure that all the questions as provided for in the form of a field visit and it's to complete the report adequately.
- Ensure that all cases of fraudulent intent should be highlighted with the information and evidence available.
- Then after the piece send a report to the bank with all these things.
- Advising debtors of the possible consequences of non-payment.
- Communicating with clients via post, telephone and emails.
- Reporting any suspected fraudulent activity to the Fraud Manager.
- Contacting people who owe money to the company.
- Securing payment from debtors.
- Investigating claims of financial difficulties.
- Keeping administrative records up to date.
- Visiting defaulters at the address they have given.

WORK EXPERIENCE in Dubai

Job title : Account payable _Jan 2011 to May 2015
Purchasing department

Company : Comfort Inn Hotel

Location : Dubai

Responsibility

- I was working in the Peachtree program system.
- All transactions were with suppliers.
- Communicate with suppliers via phone, email.
- Suppliers of vegetable and fruit department and equipment used in daily work.
- Be sure to use these materials to maintain responsibility.
- Arrange documents on a daily basis to preserve rights.
- Aggregate all invoices to make a payment.
- Give suppliers checks payable for payment.
- Identify business requirements for goods, materials, and services.
- Find reliable suppliers to meet these requirements.
- Negotiate prices, build quality, and delivery terms.
- Set up the order quantities and making bid requests on supply contracts.
- Coordinate delivery and storage operations.
- Run quality control and product testing.
- Manage budgets based on roIs and payments.