

# AHMED Elmarakby

Proficient in MS Word, Excel and PowerPoint,  
Arabic and English Keyboarding

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Nationality: Egyptian

Marital Status : Single

Language Fluent in English & Arabic



## WORK EXPERIENCE

**GOLDBAY DEVELOPMENT, QATAR, REAL ESTATE CONSULTANT** JUN 2016- Present

- Responsible for promoting & selling properties by understanding customer needs
- Valuation and presentation of properties.
- Continue to provide professional and ongoing client support.

**ABOU ISSA HOLDING RETAIL, QATAR, Sales advisor** Jan 2015 – APRIL 2016

- Working in a pressurized retail store, sales and dealing with a variety of challenging situations.
  - Being aware of what all the customers in the shop are doing, and taking all possible safety measures to guard against shoplifting.
  - Making customers aware of any special offers.
  - Ensuring high levels of customer satisfaction.
- Do some cashier.

**EMBASSY OF THE ARAB REPUBLIC OF EGYPT, QATAR, EXECUTIVE SECRETARY** MARCH 2012 – DEC 2014

- Responsible for all the administrative work (mail corresponding – phone calls – faxes, etc.
- Create presentations, reports, and modify documents created by other staff (for formatting, spelling & grammar)
- Responsible for the front desk, and in charge of scheduling meetings.
- Personal Assistant manager and the export manager plan and organize all social events hosted by the Ambassador.

**DAMAC Properties, Dubai, RELATIONSHIP MANAGER** Jun 2009 –DEC 2011

- Approach potential customers to establish relationships & generate leads.
- Good connection with real estate brokers.
- Good record of accomplishment of achieving targets.
- Promote high-quality sales, supply and customer service processes
- Handling DAMAC stalls & stands.

**Egyptian Germany for porcelain**, EGYPT, **production supervisor**

**OCT 2005 –OCT 2008**

- Follow-up of production machines
- Inventory of the number of work hours for each machine and find out the causes of faults and communicate with engineers.
- Follow the production monthly plan.
- Making Reports.

## **EDUCATION**

**Bachelor Degree in The Higher Institute Of Social Work, Alexandria University. EGYPT**

## **CERTIFICATE**

- Excellent in customer service – ABOU ISSA Holding Co –Doha – Qatar.
- Human capital investment certificate- Doha – Qatar.
- Social behaviour and diplomatic skills. Doha – Qatar.
- International COMPUTER Driving Licence – Arab academy in Egypt.
- English - Arab academy in Egypt.