



MOHAMED SALEM SAYED

CONTACTS

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Date of Birth: 01 July 1994

Marital Status: Married

Military Service: Exempted

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EDUCATION

AL-AZHAR UNIVERSITY – FACULTY OF
EDUCATION

MAJOR: TECHNOLOGY DEPARTMENT

NILE VALLEY INSTITUTE – BUSINESS
ADMINISTRATION DEPARTMENT)

OBJECTIVE

Energetic and motivated professional with strong integrity and work ethic, seeking an opportunity as a Sales Operations Specialist to contribute to business growth, enhance sales efficiency, and streamline operational processes. With hands-on experience in sales support, administrative coordination, and data management, I am eager to leverage my analytical skills and teamwork abilities to drive performance, ensure smooth workflow across departments, and deliver measurable value to the organization while

continuously developing my professional capabilities.

EXPERIENCE

REAL ESTATE SALES SPECIALIST

Doroob Development | Jul 2024 – Present

- Managing the full sales cycle from lead generation to closing deals.
- Presenting real estate projects to clients and providing detailed consultations.
- Identifying client needs and offering suitable property options.
- Negotiating prices and contract terms to achieve successful deals.
- Following up with potential clients and maintaining strong relationships.

REAL ESTATE SALES OPERATION SPECIALIST

**Shourif for Economic & Real Estate Development |
Feb 2017 – Jun 2024**

- Promoting and selling residential and commercial properties.
- Handling client inquiries and conducting property viewings.
- Advising clients on market conditions, prices, and investment opportunities.
- Preparing sales documents and coordinating contract processes.

CERTIFICATIONS & COURSES

SKILLS

Languages

- Arabic: Native
- English: Very Good

Computer Skills

- Microsoft Office (Word, Excel, PowerPoint)
- ICDL Certified – Cairo University

Soft Skills

- Communication Skills
- Teamwork & Collaboration
- Time Management
- Problem Solving

SALES & BUSINESS

- SALES OPERATIONS/CRM FOUNDATIONS – LINKEDIN LEARNING
- INTRODUCTION TO SALESFORCE SALES OPERATIONS – COURSERA
- BUSINESS DEVELOPMENT & B2B SALES – UDEMY

ADMINISTRATION & MANAGEMENT

- BUSINESS ADMINISTRATION FUNDAMENTALS – COURSERA
- OFFICE MANAGEMENT & ADMINISTRATION – UDEMY
- PROJECT MANAGEMENT BASICS – LINKEDIN LEARNING

DATA & ANALYSIS

- EXCEL FOR BUSINESS (ADVANCED) – COURSERA
- DATA ANALYSIS WITH EXCEL – UDEMY

GOOGLE DATA ANALYTICS (PROFESSIONAL CERTIFICATE) – COURSERA

DIGITAL TOOLS

MICROSOFT EXCEL – EXCEL FROM BEGINNER TO ADVANCED – UDEMY

- GOOGLE WORKSPACE (DOCS, SHEETS, SLIDES) – COURSERA
- INTRODUCTION TO POWER BI – LINKEDIN LEARNING

SOFT SKILLS

- EFFECTIVE COMMUNICATION SKILLS – COURSERA
- TIME MANAGEMENT FUNDAMENTALS – LINKEDIN LEARNING
- TEAMWORK & COLLABORATION – UDEMY