






# Sara Magomedova

A confident, multi-access with excellent knowledge of Manager & Sales Executive Exceptional analytical, problem solving skills . Now looking for a new challenging position, this will make best use of my existing skills & experience & also further my development.

## CONTACT

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## CORE QUALIFICATIONS

- Customer Service
- Microsoft Office
- Multi-tasking ability
- Documentation
- Fast learner
- Team work
- Excellent communication skills
- Telemarketing
- Decision making skill
- Meet deadline
- Able to work across cross-cultural team
- Regular Punctual & Active
- INDUSTRIES
- Real Estate
- Telesales
- Medical
- Project management
- Customer service
- Communication skills
- Team leadership
- Teamwork skills
- Relationship building and management
- Flexible worker
- Active listening
- Professional manner
- Team coordination
- Polite and friendly
- Knowledge of Wrike , Allrounder , Bayzat

## EXPERIENCE

### Senior Direct Sales Executive

#### Samana Developers

- 10/2023 - Current
- Showcased product features and benefits to drive sales.
- Liaised with potential customers to determine needs and provide recommendations.
- Contacted customers to set-up appointments, monitor satisfaction levels and upsell additional offerings.
- Managed customer relationships through consultative sales techniques to attain individual sales goals.
- Planned and coordinated product sales to exceed revenue projections and growth targets.
- Delivered professional presentations and used optimum sales techniques to consistently meet sales quotas.

### Sales Executive

#### Unistate Developer

- 05/2023 - 09/2023
- Managed customer relationships through consultative sales techniques to attain individual sales goals.
- Selected, trained and performance-managed staff to handle high workload with ambitious targets.
- Executed successful marketing events, open houses and display shows for products.
- Tracked sales, click-through rates and conversion rates by marketing campaign for comparison.
- Motivated sales staff to continuously improve strategies through competitions and personalised coaching plans.
- Prepared orders to deliver excellent presentation and quality standards.
- Connect with agents build relationships with the brokerage companies
- Sold 17 units worth income 20M

### Property Manager

#### SM Real Estate - Sharjah

- 09/2021 - 04/2023
- Provided tenants and vendors with assistance in all aspects of scheduling building maintenance, communicating building procedures and supplying general building information.
- Managed 120 units + properties for residential clients, ensuring establishments stayed clean, tidy and within health & safety standards.
- Answered and routed phone calls from tenants and vendors to appropriate contacts within the Property Management team, taking and relaying messages as needed.
- Assisted Property Manager with daily operations including coordinating tenant requests and administration of maintenance

LANGUAGES

Russian: First Language

Arabic:  B2

Upper Intermediate

English:  C1

Advanced

- services.
- Received, checked and processed applications for new leases.
  - Issued termination of tenancies and all other formal notices, liaising with solicitors for more complex issues.
  - Identified areas for improvement in property management processes and systems, recommending actions to enhance customer experience and optimise business efficiency.
  - Communicated with clients, landlords, tenants and contractors to offer exceptional service in managing rental properties.

*Sales & Admin Assistant*  
Virtual Real Estate Sale

- 03/2019 - 01/2020
- Collaborated with team members to achieve target results.
  - Handled 400 of inbound calls per day.
  - Guided teams in product merchandising and inventory management.
  - Developed team communications and information for meetings.
  - Created plans and communicated deadlines to complete projects on time.

EDUCATION

2017  
Diploma of Higher Education Web and multimedia application developer  
Shchelkovo College - Moscow / Russia