

MOSTAFA AWAD

PROPERTY MANAGER | REAL ESTATE DEVELOPMENT | TENANT RELATIONS

CONTACTS

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ABOUT ME

With over 10 years of experience in real estate management and sales, I have honed my skills in leading teams, optimizing property processes, and driving sales growth.

My expertise spans various facets of the real estate industry, from legal consulting to property management, making me well-equipped for a management position in multinational organization.

EDUCATION

BACHELOR DEGREE IN LAW

Alexandria University, Alexandria
2008

SKILLS

Fast learner

Organized

Decisions maker

Full capacity to work within a team

Excellent time management & organization

Full capacity to work effectively under pressure.

Ability to listen and understand the opposite views.

Leadership, excellent command of company industry.

Ability to build successful social & business relationships.

Problem-solving, analytical, report-writing, and presentation.

LANGUAGES

Arabic

English

WORK EXPERIENCE

PROPERTY AND SALES MANAGER | JAN - 2023

Acta Real Estate, Juffair

- **Sales Strategy and Planning:** Develop and implement effective sales strategies to achieve company goals and objectives.

Analyze market trends and competitor activities to identify opportunities for growth.

- **Team Leadership and Management:** Lead, mentor, and motivate the sales team to achieve and exceed sales targets.

Conduct regular performance reviews and provide constructive feedback.

Business Development: Identify and pursue new business opportunities to expand the company's client base.

Build and maintain strong relationships with key clients and stakeholders.

- **Sales Operations:** Oversee daily sales operations, ensuring efficiency and effectiveness.

Monitor and analyze sales performance metrics to drive continuous improvement.

- **Customer Relationship Management:** Ensure high levels of customer satisfaction through excellent service and support.

Address client concerns and resolve issues in a timely and professional manner.

- **Marketing Collaboration:** Work closely with the marketing team to develop and execute promotional campaigns.

Align sales strategies with marketing initiatives to maximize impact.

PROPERTY MANAGER | JUL - 2018

Arabian Homes Properties, Juffair

DEC - 2022

- Direct contact with potential customers to close the deals and make them a loyal client.

Digitization of properties processes.

Suggest and implement efficient workflows for managing the properties.

Oversee activities, performance & co-ordinate for periodical management, and other reporting.

Serve as the main point of contact for Outsourced & external parties in relation to properties.

- **Leasing & other income:** approval of prospective tenants, leasing strategy event space rental, new initiatives/projects.

- **Tenant matters:** change in contract terms, lease renewals, other tenant requests (rent waivers, grace period extension, unit shifting, or changes to the tenant's space).

- **Marketing:** Coordinating with Procurement & Marketing teams for applicable approvals.

- **Facility Management:** Raise Purchase Requisitions as recommended by Outsourced for property repairs, maintenance, security, cleaning, supply of toiletries or any other items and obtaining approvals.

- **Property Revitalization:** Revitalization-related items (examples: disposal of old assets cost/contract variations for any of the revitalization vendors).

PROPERTY CONSULTANT | SEP - 2016

Kai Real Estate Agency, Seef

JUL - 2018

SALES AGENT | MAR - 2013

Jawharat Aleewan Real Estate, Isa Town

SEP - 2016

PROPERTY LEGAL CONSULTANT | MAR - 2011

AL - Mannai, Manama

FEB - 2013