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# SHIFFA ABDALLAH

## Sales Manager

Address | Sharjah, UAE

Contact

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### PERSONAL INFORMATION

Date of birth: 29-4-1995

Nationality: Iraqi

Marital status: Single

Sex: Female



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### SUMMARY

Sales Manager with over 4 years of experience leading high-performing sales teams in the real estate sector. Skilled in sales strategy development, and customer relationship management. Proven track record of exceeding sales targets and driving revenue growth. Strong communicator with exceptional interpersonal skills and the ability to build and maintain relationships with clients, team members, and stakeholders.

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### EXPERIENCE

#### •Sales Manager (2023)

Ronaq AldUr Company

- Built and maintained strong relationships with clients and key stakeholders
- Led a team of sales representatives and provided coaching and guidance to ensure their success
- Communicated the value of products and services to the customers through presentations and demonstrations
- Prepare weekly, monthly, and yearly sales reports and audits of contracts to ensure accuracy and compliance with company policies and procedures
- Manage the sales process and provide supervision to ensure its efficient and effective operation. This involves overseeing the entire sales cycle, from lead generation and qualification to closing deals and post-sales support

#### •Sales Supervisor (2022-2023)

Avenue Real Estate Marketing Company

- Built and maintained strong relationships with clients and key stakeholders
- Prepare weekly, monthly, and yearly sales reports and audits of contracts to ensure accuracy and compliance with company policies and procedures
- Meet with potential customers to discuss their real estate needs and Provide information about available properties, including features, specifications, and pricing
- Answer the questions about the real estate market
- Conduct property tours and showings
- Maintain a high level of customer satisfaction

#### • Administrative Assistant (2020-2021)

Opportunities for Investment Company for General Trade and HR Development

- Assist with event planning and coordination
- Perform general administrative tasks such as answering phones, scheduling appointments, and managing email correspondence
- Build and maintain relationships with the customers through phone, email, and in-person communication
- Order office supplies and maintain inventory
- Manage, mentor and supervise on employee to ensure their success.

### •Tourism Trip Organizer (2020-2021)

Wen company (Iraq)

- Research and select destinations, accommodations, and activities based on clients' preferences and budget
- Provide clients with detailed travel information, including maps, directions, and local customs and practice
- Ensure that the customer is satisfied and comfortable and actively listen to their needs and concerns.
- provide effective solutions to any issues that arise,

### •Sales Employee (2018-2020)

Al-Warqaa Real Estate Tourism Investment Company (Baghdad & Basra )

- Build and maintain relationships with potential customers through phone, email, and in-person communication.
- Finalize the sale of a real estate located in a foreign country with the customer.

### • Course organizer and presenter (2016- Present)

in the field of self-development and healing

- Plan and coordinate more than 30 sessions to take place, including both virtual and in-person

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## EDUCATION

### Faculty of Education, Department of Physics

Baghdad University  
Baghdad - Iraq  
2014-2018

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## CERTIFICATIONS

### •Preparation of The Electoral Observer

Al Maarif for Training and Development & HR  
2016

### •Training of Trainer (TOT)

Mashroo' Al-Tanmiyah Al-Mujtama'iyah  
2017 (40 hours)

### •The Power of Words and Thinking

Emara Academy  
2016

### •Projects Management

the Incubator  
2022

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## SKILL HIGHLIGHT

- Sales
- Customer Service
- Creativity and Initiative
- Organization
- Problem Solving
- Teamwork

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## LANGUAGE

- Arabic: Native
- English: Good

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## SOCIAL MEDIA ACCOUNT

Instagram: @shiffaa\_a

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