



# KHEDIDJI LAKHDAR

BUSINESS OFFICE MANAGER

## CONTACT ME :

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## ABOUT ME

Ambitious and personable agent with 10 years of experience providing extensive knowledge about the real estate community and housing market. Eager to continue growing in market trends while proving my abilities to successfully win clients, guiding them through inception to close, who will refer future business to the agency

## SOFT SKILLS

- Flexibility
- Communication
- Teamwork
- Conflict Resolution
- Emotional Intelligence

## LANGUAGES

- Arabic
- French
- English

## PROFESSIONAL EXPERIENCE

### Real estate office manager

BABYLONE SERVICES | ALGIERS CENTER | 01/2012 - PRESENT

- increasing turnover,
- Performing comparative market analysis to estimate properties' value,
- Determining clients' needs and financials abilities to propose solutions that suit them
- Reporting results and feedback of the sale to sellers
- Advertising properties through a variety of marketing techniques
- Partnering with clients to buy, sell, and rent properties within the identified target market.

### Notarial assistant

NOTARY OFFICE | ALGIERS CENTER | 01/2010 - 12/2012

- Creation of files, mail and notices.
- Assisting the preparation of files for the notary.
- Responding to customer inquiries

## EDUCATION

### License in notarial law

UNIVERSITY OF ALGIERS | 09/2006-07/2009

Graduation Project : Selling property by auction

### Optical training

IBN ENNAFISSE OPTICAL ACADEMY | 09/2010 - 05/2012

## TECHNICAL SKILLS

- Project Management
- Marketing
- Productivity software

## HOBBIES AND INTERESTS

- Traveling
- Playing sports