



SALLY AL ALI

Banking and Finance Graduate

OBJECTIVE

To secure a position that allows me to utilize my education in business and finance, along with my experience in personal, administrative assistance, and sales management, to contribute to the growth and success of the organization.

CONTACT ME

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United Arab Emirates
Dubai



Native Arabic.
Fluent English.
Fluent French.



- Excellent communication and interpersonal skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Fluent in English and Arabic
- Strong organizational and time management skills
- Ability to work independently and as part of a team



Available Upon Request



EDUCATION

LEBANESE UNIVERSITY

Bachelor of Science in Banking and Finance 2013-2016

LEBANESE UNIVERSITY

Masters of Science in Banking and Finance 2016-2017



SALES MANAGER, SOBHA REALTY DUBAI(2022-2022)

- Managing a team of real estate agents: This may involve setting goals and targets, providing coaching and mentorship, and evaluating performance.
- Developing and implementing sales strategies: This may involve researching market trends, identifying potential leads, and developing marketing materials to attract new clients.
- Maintaining relationships with clients: This may involve communicating regularly with clients to keep them informed about new listings and potential opportunities, as well as handling any questions or concerns they may have.
- Negotiating and closing sales: You may be responsible for negotiating terms and closing deals with buyers and sellers.
- Managing listings and listings data: This may involve updating and maintaining accurate information about properties for sale, as well as managing the listings process from start to finish.
- Staying up-to-date on market trends and regulations: This may involve staying informed about changes in the real estate market, as well as staying current on any relevant laws or regulations.
- Utilizing technology and tools: You may be responsible for using tools such as customer relationship management (CRM) software, marketing platforms, and real estate databases to manage and track sales activities.



ADMINISTRATIVE ASSISTANT, DEC "DESIGN ENGINEERING & CONTRACTING" LEBANON(2018-2022)

- Perform a variety of administrative and office support activities, including answering phone calls, scheduling appointments, and maintaining records and files
- Assisted in the preparation of reports and presentations
- Coordinated meetings and events, including managing schedules and making travel arrangements



PERSONAL ASSISTANT, LUNDY INVESTORS LEBANON(2016-2018)

- Provided personal assistance to the company's CFO, including running errands, making appointments, and providing support with daily tasks
- Handled correspondence, including managing emails and responding to inquiries
- Assisted with the preparation of reports and presentations
- Managed expenses, including tracking expenses and reconciling accounts