



## MOHAMED IBRAHIM ELSAYED MOHAMED

SENIOR BD OFFICER – LEASING & FACILITY

### EDUCATION

	From	To	
Digital Marketing Professional + Advanced	2020	2021	Udacity Incorporation
Business Management (Certified Manager)	2010	2011	Institute of Certified Professional Managers
Bachelor Degree (English Language)	1999	2003	Mansoura University

### SUMMARY

English Language graduate, with Business & Marketing professional certifications, who has a passion for solving complex business problems by successfully assist managing all aspects of Business and customer development function. I am self-motivated with exceptional computer and communication abilities. I Pay close attention to detail and have capacity for analyzing complex issues under highly stressful situations.

### GENERAL INFORMATION

Date of Birth: 02/05/1982  
Nationality: Egypt  
Civil ID No: 282050203365  
Kuwait Residency Article :18

### CONTACT ME

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17 Years

### WORK EXPERIENCE

#### SENERGY HOLDING COMPANY

October 2021 – PRESENT

Oversee all building – related activities. Responsible for leasing vacant units, achieve and exceed rental targets, driving revenue growth and maximizing profitability, processing leases and communicates with tenants , ensure the property is problem-free and positive to encourage potential tenants to move in .

#### NAVI HOLDING COMPANY - LIAISON MANAGER (BD)

JUN 2014 – DEC 2019

Assist identifying & screening opportunities, establishing contact & resources, sales & marketing, meet with clients for trials, Contract Management Practices, Import & Export Operations, R&D, Compare and evaluate offers, Track orders, prepare reports on purchases with cost analysis, monitor stock levels, writing content, handling performance reporting and Interactive presentations.

#### TRIPLE e HOLDING CO. – ASSISTANT MANAGER (BD)

JAN 2008 – JUN 2014

#### NORTHERN STAR REAL ESTATE COMPANY - LEASING OFFICER

JAN 2005 – JAN 2008

### WORK OBJECTIVE

To give the company I work for the power, in my position, to fulfil its goals through my diversified knowledge, skills and experience. Always striving to go beyond and above to help the company to be more productive and successful by efficiently & effectively handle all assigned tasks, and continuous self-development.



## Business Training Courses

### **Certificate Program in Contract Management (2021)**

Introduction to Contract Management , Planning & Resourcing for Contract Management, Contract Formation, Contract Administration & Payments , Contract Management in Various Situations (NCB Works , ICB Works , Supply of Goods , Design - Supply and installation contracts , consultancy ), Contract Closure.

### **Digital Marketing (2021)**

Content Marketing, Marketing Fundamentals, Content Strategy, Social Media, Search Engine Optimization (SEO), Search Engine Marketing (SEM), Display Advertising, Email Marketing, Google Analytics..

### **Data Analysis Challenger Track (2021)**

Descriptive Statistics , Manipulate data ,analyze data , visualize data , business metrics and excel modeling.

### **How to Build a Startup – Business Model Canvas (2020)**

Business model and customer development , Value Proposition , Customer Segments , Channels , Customer relationships , revenue model , partners , resources , activities & Costs.

### **App Marketing (2020)**

Understand the user , Pre-launch , launch , customer acquisition , measurement fundamentals.

### **Comprehensive program in Human Development (2014) :**

Book-entry accounting, Preparing distinguished leader, Feasibility study, Communication Skills, Accountant Preparation, Time Management, General View on CMA, Business Writing Skills.

## **DETAILED EXPERIENCE**

### **SENERGY HOLDING COMPANY**

- Proven track record of achieving and exceeding rental targets, driving revenue growth and maximizing profitability.

Managing rental & development of the property, showing & educating prospects about the property and advertise all available units.

- Negotiate lease agreements and rental terms and finalize the agreements.

- Processing maintenance requests from property tenants.

- Monitoring the quality and cleanliness of public areas.

- Providing customer service to tenants and prospects.

- Planning and coordinating all installations and refurbishments.

- Inspecting building's structure to determine the need for repairs or renovations.

- Allocate office space according to needs.

- Maintaining lines of communication with property tenants.

- Managing group insurance policies & Baker Hughes agency transactions .

### **NAVI HOLDNG COMPANY**

- Field Research for organizations, Projects and individuals and online, to identify and find new leads / customers, and potential new markets, to market and enhance sales of company chemical and other products.

- Build powerful prospecting lists based on specific filters.

- Meet with clients for trials. Issuing Quotations and proposals.

- Manage Import & Export Operations. Issuing Quotations & POs.

- Researching the needs of other companies and learning who makes decisions about purchasing and contracting.

- Contacting potential clients via email or phone to establish rapport and set up meetings.

- Preparing Content, Interactive PPTs and sales displays.



## Business Training Courses

**Foundations and principals of Human Resource Management (2009).**

**Writing Reports in Arabic & English (2009).**

**Public Relations Strategies and Art of Etiquette and Protocol (2009).**

**Computer Preparing Accountant Course (2004):**

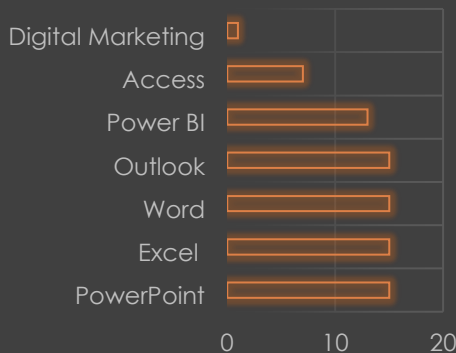
Microsoft Excel Business Intelligence (BI) tools, dashboards, reports and statistical analysis .

Microsoft Access Database (Table Planning, forms and reports)

**Certificate of Achievement (2001)**

Microsoft Office

### Technical Skills



- Field Research for organizations, Projects and individuals

- Assist Setting up the Business Strategy, Feasibility, Budgets, Projections, and business plans.

- Handling annual Performance reporting and monitoring in Kuwait, Doha, Egypt, and Saudi and develop required presentations. Handling company profile(s).

- Prepare Projects Cash flows.

- Contacting specialized services / product international providers and collect and negotiate the prices offered: Fuel Dispenser system, Fuel Station Security systems and self-cleaning automatic toilets.

- Assist Setup all kinds of agreements in coordination with legal office

- Assist Re-Structured Subsidiaries business focus based on Market Trends, and explored, and executed New Opportunities / Business Lines in Kuwait.

- Manage reads and Researches to find out new opportunities and give recommendations.

- Analyzing data related to main contractors in Kuwait Oil Company (KOC) and Qatar Petroleum (QP) to predict the market trend and assign potential opportunities for Business Development purposes.

## TRIPLE e HOLDING COMPANY(EEEH)

- Negotiating Contracts with BD Manager for Support Services, Location Construction Services Rig Purchase, Rig Leasing, MOUs, and Agency Agreements.

- Follow up with Location construction service providers and the principal (SINOPEC).

- Review public news and keep record of information related to company scope of work, monitor tenders posted / awarded with all clients.

- Handled the Monthly Performance Report (Presentation) to Intiaz Executive Committee.

- Establish, Manage & Implement Weekly reporting System for all Company's Project/ works.



## Core Competencies

Business & Customer Development

Sales & Marketing

Contract Management

Research & Reading

Professional reporting and Interactive presentation skills

excellent Written & Verbal Communication

Negotiation skills

Detail Oriented and Organizational skills

Strong Content Writing & Story Telling

Strong analytical and problem solving skills

Time management skills

Data Collection & Analysis

Database Management

- Make Quarterly Review Reports & Interactive PPTs for Board Review of Achievements, Targets, and Concerns.

- Participate in the Fixed Assets Committee, which inventoried all assets to segregate it for donation & use.

- Responsible for Preparing all kinds of agreements, in coordination with legal office.

- Drafting and structuring Content, reports, profiles and presentations for further development.

- Reading and researching to give an opinion about business opportunity or any other topic.

## ▶ NORTHERN STAR REAL ESTATE CO.

- Recording and updating details of prospective and existing landlords and tenants into computer database swiftly.

- Examining properties and informing maintenance staff of issues.

- Advertising available properties and conducting property tours as part of marketing activities.

- Screening prospective tenants to ensure they meet eligibility requirements.

- Completing lease applications and assisting with verification of application information.

- Informing prospective tenants of results.

- Inspecting properties when tenants take occupation and vacate, with property handover report.

- Liaising with tenants to provide information and address their complaints and concerns.

- Maintaining and storing documentation effectively.

- Accepting rent payments, security deposits and other applicable fees.