

# MOHAMED SADEK AMINE KHAOUNI

Duhail | 97466162018 | aminekhaounik@gmail.com | 25/12/1988 | Married

## SUMMARY

A versatile and experienced professional in hospitality management, sales, and customer service, with recognized expertise in the real estate sector and training in HSE. With excellent communication skills and a proven ability to lead teams, I am motivated to actively contribute to the growth and efficiency of organizations. Organized, dedicated, and results-oriented, I am always ready to take on new professional challenges.

## EDUCATION AND QUALIFICATIONS

Higher Technician Diploma in Hospitality Management | 2011-2014

Training in HSE (Health, Safety, and Environment) | 2024

Training in Sales Techniques | 2024

## PROFESSIONAL EXPERIENCE

Founder & Director | 2021-2022

Galata Clinic and Services (Istanbul)

- Established and managed a clinic specializing in cosmetic surgery and other healthcare services.
- Oversaw daily operations, staff management, and ensured high standards of client satisfaction.
- Successfully developed and expanded service offerings tailored to client needs.

Real Estate Sales Manager | 2018-2021

Imtilak (Istanbul)

- Handling real estate transactions (sales, rentals).
- Following up with prospects and presenting real estate properties.
- Negotiating and finalizing sales contracts with clients.

Stock Manager | 2017-2018

Zaid Hotel

- Managing inventories and stock supply.
- Ensuring the conformity of deliveries and monitoring merchandise.
- Preparing reports and optimizing stock management.

Customer Service Manager | 2015-2016

El Caid Hotel

- Supervising the reception team and customer service operations.
- Handling complaints and resolving issues to ensure optimal client satisfaction.
- Coordinating operations with other hotel departments.

Receptionist | 2014-2015

Hodna Marhaba Hotel

- Welcoming and orienting guests.
- Managing reservations and coordinating with various departments.
- Assisting clients to meet their specific needs.

## LANGUAGES

- Arabic** : Native language
- English** : Proficient (written and spoken)
- French** : Proficient (written and spoken)

## SKILLS

- Team management and supervision.
- Organization and administrative task management.
- Expertise in customer relations and sales.
- Application of safety and hygiene standards (HSE).
- Proficient in office tools (Excel, Word, Internet).

## INTERESTS

- Traveling and discovering new cultures.
- Sports and physical activities.

# Mohamed Sadek Amine KHAOUNI

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Duhail



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**SUBJECT: APPLICATION FOR A JOB POSITION**

Madam, Sir,

With a rich background in hospitality management, real estate sales, and customer service, I am pleased to submit my application for a job position at your organization.

Throughout my career, I have gained diverse skills, including welcoming clients, managing teams, and supervising commercial and administrative operations. My international experience, particularly in Turkey within the real estate sales and clinical services sectors, has allowed me to develop excellent adaptability, negotiation, and customer relations skills.

Additionally, my recent training in HSE and sales techniques complements my profile by enhancing my knowledge in safety standards and commercial efficiency.

With strong organizational skills and an eye for detail, I am confident that my expertise and experience can contribute significantly to the success of your organization. I would be delighted to discuss my motivations further and how I can bring value to your team during an interview.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

khaouni mohamed sadek amine

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