



# Muhammad Alkhalil

director of public relations and receptionist

## Contact

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**Nationality:** Syria

**DOB:** 12.07.1995

**Gender:** Male

**Address:** Sharjah

## Skills

Microsoft office



fast learner



team work



problem solving



Creativity



communication



## Language

Arabic

English

## Summary

Seeking a dynamic and collaborative work environment where I can apply my skills and contribute to the success of the team.

## Experience

Sales executive at New Allied Agents

Sept 2018 – Feb 2020

- offer a direct and immediate information about the market movement answering questions regarding clients interest in service and investment

sales executive at Tahle

Feb 2020 – Aug 2023

- building up a long - term and professional relationship with customers maximize sales and provide excellent customer service and after sales services

director of public relations at dareen alsaid

Feb 2020 – Aug 2023

Suleiman office for law and legal consultation

- director of public relations and legal affairs

## Education

bachelor's in law

Dec 2015 – Feb 2023

Albaath university

## Achievements

Al-ameen accounting program

- 1st level

Diploma in Neuro linguistic programming

- Hakim centre for human development

Time management course

- Hakim centre for human development