



AbdulRahman AlRefaei

 Almadinah Almonawwarah, madina

 00966544440960

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Skills

- Financing requirements 
- Real estate law 
- Market monitoring 
- Communications 
- Team management 
- Customer service 

Work History

2014-11 - Current

● **Real Estate Specialist**

National Bank Of Commerce, AlMadinah AlMonawwarah , Madina

- Compared properties possessing similar features to determine competitive market prices.
- Worked closely with clients to facilitate appropriate loans, inspections and credit reports.
- Advised clients on mortgage and housing conditions to identify successful properties and promote customer satisfaction.
- Obtained agreements from property owners to place properties for sale with real estate firms.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Maintained excellent attendance record, consistently arriving to work on time.

2012-07 - 2014-07

● **Medical Quality Officer**

Taibah University , AlMadinah AlMonawwarah, Medina

- Improved office operations by automating client correspondence, record tracking and data communications.
- Managed CRM database, including troubleshooting, maintenance, updates and report generation.
- Provided complete meeting support, including materials preparation and notes or minute taking.
- Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.

2009-04 - 2013-01

- Coordinated special projects and managed schedules.

Quality Officer

Tasheel Company , Jeddah, Madina

- Reported production malfunctions to managers and production supervisors.
- Assured consistent quality of production by implementing and enforcing automated practice systems.
- Determined quality department standards, practices and procedures.
- Inspected products and worker progress throughout production.
- Implemented new quality assurance and customer service standards.

2009-01 - 2011-01



Education

Accounting

Faculty Of Technical Specialization - Medina



Certifications

- Art of communication
- Smart work place ethics
- Professional sales
- Cert. banking for individuals