

Inam Darwesh

Mobile - +971 56 285 2293

Email - inamdarwesh@gmail.com

Address -Lakeside Tower, Production City ,Dubai



A dynamic go-getter, result oriented, self-motivated, ability to work well independently or in a team. Seeking for a challenging and responsible position in a well-organized establishment where there is an opportunity for potential development and growth.

Total Experience - 11+ Years
UAE Experience - 6+ Years (Real Estate/ Property Management)
Driving License - UAE Light Vehicle
Languages Spoken - English, Arabic, Hindi, Tamil, Sinhala

Experience

2020-09-20 - **Executive Administrator Cum Public Relation Officer.**

2021-07-20 Vertex Property Management LLC – **UAE Abu Dhabi**

- Act as the point of contact among executives, employees, Landlords, Tenants, clients and other external partners.
- Preparing Tenancy Contract, NOC, Sales Report and other Related Documents.
- Maintain and follow up for the rental Payment
- Leading the Facilities Maintenance Team , Planning and follow up day to day task.
- Implementing new procedures and administrative systems.
- Overseeing headship pupils working in the office.
- Obtain New Employment Visas/ work permits and renewals

2018-10-01 - **Tour Manager**

2020-08-31 Aro Travels (pvt) Ltd (Sport Travels)- **Sri Lanka**

- Planning and disseminating in-depth itineraries.
- Arranging Sport Fixtures with Touring Foreign Team and Local Team.
- Managing Sport Venues, Hotel Booking, Transport & events to get competitive rates and deliver the best service to the clients.
- Tour Cost Calculating, Submitting Quotation and corresponding with Foreign Agents (UK, Australia, South Africa)
- Oversee the Touring Group, follow up Sport Fixtures and events.
- Directing visa application processes.
- Collaborating with security staff, Marketers, and venue operations teams
- Managing allotted finances.

2011-01-05 - **Project Administrative Coordinator Cum Public Relations Officer**

2016-06-30 AL SAAD INTERNATIONAL CONSTRUCTIONS & BUILDINGS. -**UAE Abu Dhabi**

- Follow-up Project plan and progress.
- Coordinate with project Vendors and Sub contractors for materials, Progress and payment.
- Maintain company accounts. (Sub-contractors, Vendor, day to day expenses and etc)
- Issuing LPO's for building materials.
- Recruit Labors from Asian Countries and Obtain New Visas/Work Permit and Renewals.

- Preparing Tenancy Contract, NOC, Sales Report and other Related Documents.
- Maintain and follow up for the rental Payment
- Leading the Facilities Maintenances Team , Planning and follow up day to day task.
- Follow up with Clients Complains and solve the issues.
- Arranging Company owners private journeys (Flight & Hotel Booking)

2008-07-15 - **Insurance Assistant**

2010-11-05 UNION ASSURANCE PLC- **Sri Lanka**

- On the spot motor claims payment settling.
- Motor Claims processing and preparing invoices
- Duplicate Claims Checking.
- Coordinating with Garages & Leasing companies for provide a better service to the customer
- Handling cheque's and other payment methods
- Attending walking Customers and customers calls.
- Leading 4 employees activities in the in the motor claims payment unit as Team Leader.

2007-11-01 - **Call Center Agent**

2008-07-14 UNION ASSURANCE PLC -**Sri Lanka**

- Intimation of claims.
- Evaluations of invoices related to claims.
- Assessor assessment to site inspections of accidents.
- High profession of services to the clients through call center.

Skills and Abilities

- Staff Management and Office Management
- Project Management
- Critical Thinking
- Team Work
- Problem Solving
- Leadership
- Customer Service

Software Knowledge with Microsoft office kit – MS Excel, MS Word, Power Point, and excel, AS400

Education 2004-2007 - Accounting & Business Studies High School Diploma.
2004 -Qualified G.C.E. Ordinary Level

Personal Profile

Full Name : Mohamed Inamulla Zawahir Darwesh
Date of Birth : 21 November 1988
Age/ Gender : 33 Years/ Male
Nationality : Sri Lankan
Religion : Islam
Civil Status : Married
Visa Status : Resident Visa-Transferable
Driving License : UAE Light Vehicle

I hereby declare that above particulars submitted by me are true and accurate to the best of my Knowledge. If I am selected to your establishment, I can assure that I shall discharge all my duties to meet your satisfaction.

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Inam Darwesh

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Date