

Aiman Omer Abraham Ali

Mobile: +971 55 9248581-0504331393

Email: krdy@hotmail.com

Sharjah U.A.E



Profile:

Qualified, dedicated, result oriented and highly motivated professional with extensive experience in the field of Accounting, and real estate possessing excellent communication, negotiation and inter personal skills now seeking a suitable position where I can apply these skills.

WORK EXPERIENCE

❖ Real Estate Company.

ibtikar Real Estate (Sharjah)
18/01/2022

from 20/11/2019 to

Property & Facility Management.

- Follow up on all real estate in emirate of Sharjah, Ajman.
- Development of real estate section for the benefit of the company.
- Handling all issues faced by tenants and processing all required contracts.
- Handling settlements, buildings clearance, and following up with maintenance contracts.
- Follow-up maintenance work and maintenance contracts and policy
- development work between tenant and landlord
- Receive the new buildings of the contracting company and follow-up
- observations in the building
- Development of policies needed in the real estate section and reporting
- necessary - Follow-up work department of legal affairs, maintenance,
- and accounts
- Follow up with the renewal of contracts by the tenants, collecting documents and cheques and payments._
- Follow up with cheque return cases and repayment

Manazil Real Estate (Sharjah)
to 06/01/2019

from 25/09/2016

- Answer customer questions regarding problems with their accounts.
- Advise customers of necessary actions and strategies for debt repayment.
- Locate and notify customers of delinquent accounts by mail, telephone, or personal visits to solicit payment.

- Confer with customers by telephone or in person to determine reasons for overdue payments to review the terms of sales, service, or credit contracts.
- Arrange for debt repayment or establish repayment schedules, based on customers' financial situations.
- Record information about financial status of customers and status of collection efforts.
- Locate and monitor overdue accounts, using computers and a variety of automated systems.
- Persuade customers to pay amounts due on credit accounts, damage claims, or nonpayable checks, or to return merchandise.
- Perform various administrative functions for assigned accounts, such as recording address changes and purging the records of deceased customers.
- Trace delinquent customers to new addresses by inquiring at post offices, telephone companies, credit bureaus, or through the questioning of neighbors.
- Sort and file correspondence and perform miscellaneous clerical duties, such as answering correspondence and writing reports.
- Notify credit departments, order merchandise repossession or service disconnection, and turn over account records to attorneys when customers fail to respond to collection attempts.
- Receive payments and post amounts paid to customer accounts.
- Negotiate credit extensions when necessary.

Real Estate Company

Alnaily Real Estate company (Sharjah) From 02/2013 to 01/2016

Real Estate

Property & Facility Management.

- Follow up on all real estate in emirate of Sharjah, Ajman.
- Development of real estate section for the benefit of the company.
- Handling all issues faced by tenants and processing all required contracts.
- Handling settlements, buildings clearance, and following up with maintenance contracts.
- Follow-up maintenance work and maintenance contracts and policy
- development work between tenant and landlord
- Receive the new buildings of the contracting company and follow-up
- observations in the building
- Development of policies needed in the real estate section and reporting
- necessary - Follow-up work department of legal affairs, maintenance,
- and accounts
- Follow up with the renewal of contracts by the tenants, collecting documents and
- cheques and payments.
- Follow up with cheque return cases and repayments.

Accountant

Job Profile

- Duties Include Day to Day Accounting activities.
- Maintain and update all the Payment & Receipts on daily Basis.
- Preparation of Bank Reconciliation Statement.
- Responsible for maintain the accounts of Receivables and Payables
- Recovering outstanding amounts from customers without overdue.
- Preparation of enquiries and quotations
- Receiving cash from Sales Team and reporting to Cashier
- Petty cash handling and follow-ups.
- Monitor and maintain comprehensive office filing and record system.
- Payroll through WPS ,Preparation and payment of employee's dues(135 staffs)
- Preparation of monthly closing report

EDUCATIONAL QUALIFICATIONS :-

(Diploma of account) University of Khartoum
(Diploma of computer) university of al Jazeera
(Diploma of course oracle) university of Khartoum

2002-2005
1998-2001
2003-2004

Computer SKILLS

- MS Office, Internet and E-mail applications
- Accounting packages-peachtree.quickbooks

KEY SKILLS

- Excellent Interpersonal skills, telephone manners, and office etiquette.
- Excellent correspondence skills.
- Exceptional written and oral communication abilities.
- Ability to maintain good relation, adjusts with the colleagues
- Able to establish priorities, manage time productively, and perform well under pressure.
- Proven ability to handle multiple tasks simultaneously and follow projects through to completion
- Effective working alone or as a cooperative team member.
- Typing (English 40 words per minute)

LANGUAGES

(Arabic Working English-knowledge).

DRIVING LICENSE

Valid UAE Driving License 01/2015 + car

PERSONAL DETAILS

Sex	: Male
Marital Status	: <u>married</u>
DOB	: <u>23/06/1981</u>
Nationality	: <u>Sudan</u>
Hobbies	: <u>Travelling, Music, Visiting Friends</u>
Passport No	: <u>p01795594</u>
References	: <u>Available on Request</u>