



# SIMI UMMER

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Abu Dhabi, UAE

## Nationality

Indian

## LANGUAGES

English

Arabic

Tamil

Malayalam

Hindi

## PROFILE

Accomplished Finance Professional with hands on experience in project management, cost calculation, advice and reporting for business clients with expertise in accounting software programs and DB management. Strong work ethic and commitment to integrity and accurate record keeping with extensive experience in monitoring accounts payable spreadsheets, payment screening and managing payrolls. Expert understanding of investment techniques, market analysis and diverse portfolio management. Strong ability to manage and work in teams with focusing performance and efficiency of the deliverables and excellency in task management and competition.

## EDUCATION

**Master of Business Administration (MBA), Chifley Torrens University, Australia**

**Bachelor in Commerce (B.Com.), University of Calicut, India**

## COURSES

**Digital Media and Marketing Principles**

**Digital Analytics for Marketing Professionals: Marketing Analytics in Practice, University of Illinois**

**Digital Analytics for Marketing Professionals: Marketing Analytics in Theory, University of Illinois**

**Marketing in a Digital World, University of Illinois**

**Children's human rights - An interdisciplinary introduction, University of Geneva**

**Everyday parenting - The ABCs of child rearing, Yale University**

**Providing social, emotional, behavioral and special education services in school, University of Colorado**

**Psychological first aid, John Hopkins University**

**UFTAA Diploma in International Travel & Tourism Consultant**

**IATA/UFTAA Diploma in International Travel & Tourism Foundation**

## **TRAININGS**

**PMP Training done (Currently persuading)**

**Amadeus training on reissues and refunds**

**Amadeus Basic functionality course**

**Sabre basic functionality, reissues & refunds course**

## **EMPLOYMENT HISTORY**

### **Financial Officer (Temp), Al Dar Academics**

Abu Dhabi, UAE | 2019 August - Present

Responsible in providing an efficient and accurate finance and accounting service to the school. Processing transactions – Entering transactions into the school's financial accounting system. Assist school staff in sourcing suitable products using best value principles. Assist Business Manager with budget management and reporting. Raise and send Purchase Orders on the school's accounting system. School trips – Manage the administration and payments for all school trips, producing profit & loss statements as and when required. Process any cheques or cash received directly to the school, prepare banking sheets & paying in slips and ensure these are posted and reconciled into FMS. Assistance in preparation of yearbook.

### **Financial Advisor, Union Insurance**

Abu Dhabi, UAE | 2018 February - 2019 August

Financial advise for Sales and Marketing team. Providing E-Customer service support for investment, life, education and saving policies. Market Analysis with focus on Providing Contact, Quality leads and map out potential customers. Sales prospects Evaluation and continuous follow up for renewals and timeline delivery. Train and mentor team. Business analysis and providing Customer Awareness session on insurance product and services.

### **Projects Coordinator, One View IT Solutions**

Abu Dhabi, UAE | 2016 June - 2017 December

Responsible for coordinating Software projects of travel agencies using Amadeus GDS, between the clients and the operating team, providing high Quality of IT Solutions, Quotations & Business proposal to client. Providing cost-effective solutions according to clients requirement. Project coordination and Preparing Sales and purchase orders & ensure timely delivery of service and products. Preparing Sales orders & ensure timely delivery of service and products. Responsible for providing Quality and timely administrative support to key office staff. Providing cost effective services to the clients with timely responses. Coordinating with Operations team, testing & implementation team in order to deliver the website Projects in good Quality and on time. Track and maintain accounts payables and incoming payments. Manage payroll, Employee payment solutions and reports. Evaluation of organizations yearly budget and providing reports on timely basis.

## **Customer Service Ambassador, Omeir Travel Agency**

Abu Dhabi, UAE | 2007 April - 2008 May

Customer service support and providing solution for travel trade. Market research and presenting the best deals in terms of requirements. Processing customer requirements accurately. Ensuring Business relationship management with clients. Negotiating clients for providing solutions cost effectively. Monitoring competitor activity in order to maintain the most competitive rates. Responsible for company ledgers and maintaining reports of cash transactions and calculations. Ensuring records and information systems accuracy .

## **Back Office/Operations Support Officer, Al Zaabi Travels**

Abu Dhabi, UAE | 2006 January - 2006 June

Assist and support administrative staffs. Coordinate sales and marketing team. Data Management, finance and accounting responsibilities. Verifying and Ensuring documents are adhere to legal and contractual policies. Ensuring employee internal compliance guidelines.

## **REFERENCES**

**Available upon request.**