



Noor Ramzi

Litigation Assistant

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EDUCATION

Bachelor Degree in finance and Banking
AL- Ain University
2008-2012

PERSONAL INFORMATION

DOB: 05-04-1990
NATIONALITY: Palestine.
VISA: Father's Sponsor Visa
Marital Status: Single
Gender: Female
UAE Driving License (Valid)

LANGUAGES: English - Fluent
Arabic - Native

SOCIAL MEDIA



Noor Ramzi

EXPERIENCE

MPM Properties - ADIB

Litigation Assistant – (Sep -Currently working) - (Temporary contract)
Follow up legal cases (Police and Court Cases)
Update case status in the system
Review lawyer Firm invoices.
Reconcile lawyer Firm Payment Tracking Report.
Open Cases in the system for Bounced checks Claim (Police cases)
Follow up with lawyer firm for the Bounced checks claim cases and update the system.

MPM Properties - ADIB

Accountant – (July 2019 – Currently working) - (Temporary contract)
Reconcile General ledger with Bank account
Reconcile the unapplied receipt
Follow up all transactions continuously and provide updates to the management
Investigate all transactions in order to prevent fraud.
Manage all payments for Suppliers.
Owner Allocation.
Generate financial and payments reports.

Abu Dhabi University

Accountant -Jan 2018 – June 2018

Balance cash and checks received and prepare cash and check deposits.
Assist in preparing daily Cash Report.
Receive payment by cash, check, credit cards. Issue receipts, refunds or change due to customers.
Compute and record totals of transactions.
Calculate total payments received daily and make sure it's reflected to the system.

Experience:

Private Office of H.H Shaikh Mohammed Bin Tahnoon

Accountant & Administrative Officer- Dec 2015 – Oct 2017

Holding Petty cash, control the Expenses and audit bills. Accomplished intermediate and advanced accounting tasks for department financials. Generate a monthly balance report. Analyze financial performance and develop forecast models. Audit all expenses related to the office. Counting the end of services. Prepare monthly aging report. Hold monthly meeting with sales department to discuss client's situation.

Abu Dhabi Pension & Benefit Fund

Data Analyst Jun 2013 – Feb-2015

Analyzing data related to the clients, like (Demographic data and employment data).

Contact the entities to collect the right data for each client.

Check the amounts, the monthly salary and payments.

Manipulating, cleansing & processing data using Excel and TALK system.

Developing data analytical databases from complex financial source data.

Data entry, data auditing, creating data reports & monitoring all data for accuracy.

SKILLS

- Microsoft office tools
- Professional in Excel
- Financial Modeling,
- Balance sheets
- Income Statements
- Time Management.
- Multi-Task
- Quick Learner
- Good communication and Writing skills.
- outstanding communication, Problem solving and Relationship management skills

Abu Dhabi Judiciary Department.

Customer Service Agent Sep 2009 – Dec 2011

Type a different types of Power of Attorneys.

Prepare Data for inputting into databases.

Update records and information in the database.

Retrieve data for informational purpose as directed.