

 **Ali Sabry Zidan Real Estate Manager**

United Arab Emirates **Accountant Manager**

Mobile: 00201061065252 **11 Years’ Experience UAE**

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**Objectives:**

Looking for challenging position within a marketing. Real-estate Management and accounting department of reputable company, to develop firm experience and build a strong future career.

Utilizing my experience & educational background to participate in serving the business and helping my company to be one of the most advanced and successful companies.

**Personal Information:-**

Religion:Muslim

Date Of Birth: 12/12/1984

Nationality: Egyptian

Marital Status: Married

Military Service: Exempted

Driving license: United Arab Dubai licenses Valid until “2022

Residence: Resident Valid unit 2019

**Education History:-**

Graduation: B.SC. Of Commerce.

University: Tanta–Faculty Commerce.

Year Of Graduation: 2005

Major: Accounting.

Certificate : certificate from the auditors association in Sharjah

**Languages:-**

Mother Language: Arabic

Second Language: English (Good written and spoken)

**Internet and Computer Activities:-**

* + - Passed exams for ICDL on the 01/06/2007 with average grade "Excellent".
		- Computer maintenance "Soft Ware".
		- Experienced of Real Estate & Contracting Computers Programs
		- Experienced of Programs ( Professional & Quick books )
		- Experienced of anything related to internet.
		- Excellent in collect all data related to any project.
		- Design Excel programs for achievement the work.
		- Excellent knowledge in most account programs.
		- Experienced in movies maker program.
		- Excellent in managing and coordinating of the computer works and the work of companies presentations.

**Soft Skills:-**

* + - Excellent communication and presentation skills in English and Arabic.
		- Hard working in busy areas and under pressure.
		- Ideas creator.
		- Detail oriented with ability to organize, prioritize and manage multiple tasks.
		- Professional work ethics and acceptance advice and giddiness
		- Strong IT product knowledge with ability to analyze and provide solutions.
		- Interactive and fast enough to learn new technologies & sciences.
		- Self motivated, willing to learn, friendly, serious and hard worker.
		- Ability to work in a group or individually according to the job requirements.
		- Reference furnished upon request.

**Working Experiences:-**

1- CHAM ENGINERING CONSULTANT

Duration : Sep, 2007 – Jan 2009

Position : General Accountant

3- Nice Home Real-estate Sharjah

Duration : 2009 – 2011

**Position : General Accountant AND Real Estate Agent**

Work Responsibilities:

1. Preparation of daily and restrictions ledger accounts.
2. Settlement of monthly and annual accounts.
3. Lists of income and expenses.
4. - Rent properties (flats – showroom – Shops)
5. - check Bank statement (Deposit & Withdrawals)
6. Customer accounts (accounts receivable) and collected.
7. Settlement of accounts payable and liquidated.
8. Preparation of statements of account staff salaries & Housing allowance & end of service and bonus.
9. Prepare cash flow statements, collection statements.
10. The work of account statements and financial claims massaging.
11. Review bank accounts, checking deposits and withdrawing transactions, receivables and securities vouchers and send analytical reports to management
12. The work of the final accounts and trial balance and profit and loss account

and the preparation of financial statements.

 3- Emirates Real Estate & Investment Co. AL WASEET REALESTATE.

Duration : 2011 – 2014

Position : General Accountant AND Real Estate Manager

1. Customer accounts (accounts receivable) and collected. Settlement of accounts payable and liquidated. And the preparation of financial statements
2. - Rent properties (flats – showroom – Shops)
3. The work of the final accounts and trial balance and profit and loss account

**4- Ali Mousa & Sons Holding (Real Estate Division)**

Duration : 2014 – 2018

**Position : Real Estate Manager**

1. Real Estate Manager (Property Rental & Sale)
2. PRO & Real estate Agent
3. Open Cases Online in Police Office and Court)
4. Rent properties (flats – showroom – Shops)
5. check Bank statement (Deposit & Withdrawals)
6. - Customer accounts (accounts receivable) and collected.
7. Experience in value added and taxes
8. Settlement of accounts payable and liquidated.
9. Preparation of statements of account staff salaries & Housing allowance & end of service and bonus.
10. Prepare cash flow statements, collection statements.
11. The work of account statements and financial claims massaging.

12. Review bank accounts, checking deposits and withdrawing transactions

# Thank you for giving me the opportunity to be one

of your team work