



Name : Atif Ali
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Summary

Skilled Facilities Manager with talent for building relationships with building occupants, directing maintenance and offering technical support to owners and tenants. Forward-thinking problem-solver with top-notch planning and decision-making skills. Seeking a long-term role with the opportunity for career growth. Consistent accounting professional well versed in fostering excellent team performance through dedication and empowering leadership in Accounts Manager roles.

Property Management Supervisor & Accounts Officer Al Murooj Group I Dubai UAE I 2019

- Manage all aspects of building maintenance, management of sub-contractors and client relationships.
- Manage the effective and efficient maintenance of the building facilities assets across a number of maintenance disciplines including electrical, plumbing, and mechanical
- Manage and monitor maintenance contracts and contractors, including work standards, contracts compliance.
- Manage budget regarding repairs, maintenance and any other facilities related issues.
- Coordinate building maintenance, repairs and operational activities for all facilities.
- Monitor all critical and core infrastructure including electrical, air conditioning, plumbing and other essential facilities and equipment such as in the Data Centre.
- Manage vendor management including coordinating the procurement of services
- Quality checking on fit-out projects before accepting the Project handover, preparing the snag list etc.
- Verification of completed projects' last invoice and retention as per the scope and actual site condition.
- Handing over of rented premises by restoring it as per the Landlord's requirement
- Preparation of day-to-day A/P and A/R, petty cash and payroll.
- Inter branch accounting transaction, entries regarding cashbook, journal through core banking.
- Preparing end of month accounts, balance sheet, maintenance of fixed-asset ledgers, cash flow statements.
- Guides accounting clerical staffs by coordinating activities and discussion
- Transaction recording, passbook maintenance, interest payment on loans and deposits.
- Preparation of monthly accounts reports and salary payments, Kyc compliance.
- Processing of Bills payable and issuing cheque for payment.
- Day to day operations of Finance department.
- Administrative responsibilities such as Book Keeping, Accounts, System Administration, Clerical, Loan Section.
- VAT Filling
- Duties are on rotation basis, multi-tasked job allocation.

Inventory controller & Administrator Traeeq Al Amman Mobile Trading I Sharjah UAE I 2017 – 2019

- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
- Maintained inventory count, tracked usage, and documented variances.
- Kept all documentation and records accurate and up to date with latest data to prevent errors in processing or delivery.

- Maintained strong vendor connections, including arranging pricing and delivery structures, and managing specific shipment or paperwork concerns.
- Supported efficient meetings by organizing spaces and materials, documenting discussions, and distributing meeting notes.
- Developed and updated spreadsheets and databases to track analyse and report on performance and sales data.
- Coached new employees on administrative procedures, company policies and performance standards.
- Assist Hr. Manager for legal issues of employees

Accounts Assistant, Arabian cranes & contracting co Ltd. | KSA Jeddah | 2014 – 2017

- Reviewed and coded financial information
- Prepared and processed documents to disburse funds and make deposits
- Prepared weekly and monthly financial reports
- Maintained files, and computerized accounting databases
- Analysed documents, clearances, certificates, and approvals from local, state and federal agencies
- Developed rapport with clients and vendors to cultivate loyalty and satisfaction.
- Processed payment via telephone and in person with focus on accuracy and efficiency.
- Created improved filing system to maintain secure client data.
- Managed invoicing and payment processing operations.
- Collected data to complete detailed financial reports for stakeholders and management.

Assistant Accountant, Mohammed Adeel Haloul, Saudi Arabia (Jan 2013 - Aug 2013)

Assistant Store Manager Oberther Technologies Ltd. | Karachi, Pakistan | 2008 - 2012

CREDIT & COLLECTION ASSISTANT T.N.T LTD | Karachi, Pakistan | 2007 – 2008 |

Education:

Bachelors in commerce | 2012- 2014 Federal University, Karachi Pakistan

Diploma Associate Engineer (CIT) | Government Mono-Technical Institute Karachi | 2005 – 2008

Matriculation in Computer Science Sindh board Secondary education 2003 - 2005

Other Skills

- Cost calculations
- Ms. Office (Word, Excel, PowerPoint)
- Team direction
- Facility Health & Safety analysis
- Invoicing
- Bookkeeping
- General office administration

Languages

English (Average) – Arabic (Beginner) – Urdu (Native)