



MOHAMMED ALI ZAKI

CONTRACTS MANAGER

CONTACT

+971 50 649 8249

kaba90.mm@gmail.com

Dubai, UAE

EDUCATION

2013
LONDON UNIVERSITY

- Diploma in Business Administration.

2012
ALEXANDRIA UNIVERSITY

- Bachelor in Business finance.

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Arabic (Native)
- English (Fluent)

PROFILE

I'm an Energetic ambitious person who has developed a mature responsible approach to any task I undertake, or situation that I am presented with. I am excellent at working with others to achieve a certain objective on time and with excellence. Seeking a suitable position according to my qualifications and experience with a well-known organization where I may perform challenging tasks and gain more skills and knowledge.

WORK EXPERIENCE

Royal Weiss Technical Services

DEC 2021 - PRESENT

Contracts Manager

- Developing and presenting project proposals
- Meeting with clients to find out their requirements
- Producing plans and estimating budgets and timescales
- Discussing, drafting, reviewing, and negotiating the terms of business contracts
- Agreeing budgets and timescales with the clients
- Managing construction schedules and budgets
- Dealing with any unexpected costs
- Attending site meetings to monitor progress
- Acting as the main point of contact for clients, site and project managers
- Working with third parties to ensure that everyone understands their roles and responsibilities
- Making sure construction projects meet agreed technical standards
- Liaising with technical and financial staff, sub-contractors, legal teams, and the client's representatives
- Overseeing invoicing at the end of a project
- Working on-site and in an office

Dubai International Marine Club

FEB 2016 - NOV 2018

Administrator

- Develop long-term relationships with established and new clients
- Resolve administrative problems by analyzing information, identifying and communicating solutions
- Maintain rapport with clients, managers, and employees by arranging continuing contacts, researching
- Develop new services and methods, set priorities, and resolve problems.
- Accomplish department and organization mission by completing related results as needed
- Implement instructions, policies, and procedures.

COMPUTER SKILLS

- MS Office Applications

(Word & Excel)

DRIVING LICENSE

- Valid Dubai Driving License.

WORK EXPERIENCE (CONT.)

Dubai Investment Park

JAN 2014 - DEC 2016

Tax Accountant Clerk - Accountant

- Prepare tax payments and debt collections
- Complete required tax reporting
- Prepare and update provision schedules
- Update the database as rates fluctuate
- Coordinate audits by various taxation authorities
- Research and correct process errors
- Research the legal basis for payments which have not been repaid

DANWAY LLC

DEC 2010 - AUG 2013

Purchasing Officer - Procurement Department

- Monitor stock levels and oversee a team of purchasing agents
- Negotiate and recommend execution of contracts
- Discourage uniform bidding and endeavor to obtain full and open competition
- Estimate and establish cost parameters and budgets for purchases
- Maintain accurate records of purchases and pricing
- Create and maintain good relationships with vendors/suppliers

ABU DHABI COMMERCIAL BANK

FEB 2009 - NOV 2010

Collection Assistant

- Advise customers of necessary actions and strategies for debt repayment
- Locate and notify customers of delinquent accounts by telephone and email
- Receive payments and post amounts paid to customer accounts
- Negotiate credit extensions when necessary
- Prepare monthly financial reports

Road and Transport Authority (RTA)

JAN 2006 - JAN 2008

Customer Service Executive

- Resolve customer complaints via phone, email, and mail
- Use telephones to reach out to customers and verify account information.
- Assist with the placement of orders, refunds, or exchanges
- Resolve issues by researching and exploring answers, and providing alternative solutions.
- Fulfill requests by clarifying information and completing transactions
- Determine the cause of the problem and provide the best solution to resolve the complaint.
- Share customer feedback on potential products or services with management.