

Mohammed Kadir Ahmed

Sales Operations and Administration Specialist | Contracts Management | Account and Finance | Customer Relationship Management (CRM) | Audit | Property Management | Document Control | Sales Support



Professional Summary

Operations professional with more than 7 years of experiences, aspiring for career advancement with an esteemed organization where my skills and experiences in Sales operations administration, contracts management, finance, property management, documents control, client relations and other fields can be further developed & contributed towards meeting the organization mission.

Contact details

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KEY SKILLS AND COMPETENCIES

Sales Operations: Managing all aspects of sales operations.

Contracts Management. Including RERA FORMS.

Property management.

Financial and Administration Skill.

Leadership Skills.

Reporting and Analytical skills.

Keen Attention to Detail. Accurate, reliable, committed, responsible and diligent.

Document Control.

Customer services.

Compute Skills. MS Office Suite (Word, Excel, PowerPoint), ERP Systems Oracle, Salesforce, MS Dynamics 365, Peachtree, Oqood, Ejari...etc.

Work Experiences

Senior Sales Operations Officer

Arada Development L.L.C – Sharjah, UAE. Jan 2020 – Present

- Handling sales team requests in a timely manner for inventory details, project information's, blocking, releasing, SPA's, etc.
- Making sure the unit details are up to date as per current standard and approvals.
- Maintaining availability listings and providing required details to sales.
- Initiating and processing sales booking as per approved proposals.
- Preparing reservation contracts after booking unit/s for client signature.
- Preparing bilingual Sales and Purchase Agreements and verifying them 15 – 30 daily depending on business.
- Managing and preparing documents required for property registration.
- Handling weekly and monthly reports for management review on overall status of agreements and units.
- Assisting customers with their queries and handling complaints in a professional manner.
- Obtaining necessary signatures on the agreements from customers and company authorized signatories.
- Verifying Signed documents - completeness and accuracy.
- Preparing an addendum to the agreements whenever any recovery cases arise, or special amendment requested by the purchasers.
- Managing and preparing deregistration documents for cancellation.
- Liaising with other department as required such as CRM, IT, Project, Finance, Legal ...etc.

Sales Operations Executive - Oriental Pearls Real Estate Development – Dubai, UAE Jan 2019 – Dec 2019

- Managed availabilities and provided details for sales team as required.
- Updated payment plans and prices periodically as per approvals.
- Coordinating with different departments whenever needed such as project, IT, finance, CRM...etc.
- Preparing various types of reports (sales performance, units, contracts).
- Handled sales and broker commission.
- Handled units booking and prepared reservation contracts for signature to finalize the deal.
- Specialized in bilingual (Arabic and English) Sales and Purchase Agreement generation.
- Prepared government related documents for unit registration purposes.
- Processed documents upload and payment for unit registration on Oqood (DLD system).
- Obtained necessary signatures on the documents from business parties.
- Reviewed to assure signed agreements are compliant legally to finalize and execute.
- Generated addendums whenever extra changes requested by existing client such as payment plan amendment.
- Maintained updated customer database for references.
- Met with customers to handle their queries and explain the procedure.

EDUCATION

United Arab Emirates University, Al Ain, UAE.
Bachelor degree in Accounting (2010 – 2013)

Languages

English – Fluent
Arabic – Fluent

Course & certifications

Roles and Responsibilities of a Team Leader –
New Leadership. Go1.com - May 2022.
Contracts Management – Stone River eLearning
Feb 2022.
Decision Making – Future Learn Jun 2021.
Critical Thinking Skills- July 2022.

Personal Details

DOB: 18-Sept-1990
Marital Status: Married

Contracts Officer

Kleindienst Group/The Heart of Europe - Dubai UAE. Nov 2017 – Dec 2018

Contracts Administrator

Damac Properties - Dubai, UAE. Oct 2015 – Oct 2017

- Managed and generated bilingual agreements including sales & purchaser agreement, addendums, cancellations, Forfeiture, and recoveries.
- Updated Payment plan & price periodically as per approval to reflect the market and stimulates attention of the clients.
- Verified and ensured the completeness of the SPA before and after signatures.
- Reviewed the formulation of contracts with legal dept to ensure they are in compliant with legal, owner specifications and government regulations.
- Managed addendums and amendments to SPA. Specialized in cancellation agreement and recovery.
- Developed regular reports on the status of contracts.
- Prepared required documents for SPA registration purpose.
- Provided required details and information's to sales team, CRM, legal and other dept as required.
- Always coordinated with other departments as needed.

Accountant and Property Administrator

Abulhoul Group of Companies – Dubai, UAE. Aug 2014 – Sept 2015

- Processed maintenance request raised by tenants. Kept the property database up to date.
- Provided admin support to Residential Letting team.
- Produced and executed tenancy agreements through Ejari System.
- Maintained records for daily expenses & income. Prepared accounts receivable/payables sheets.
- Prepared monthly and quarterly financial reports. Maintained inventory and bank reconciliations.
- Prepared monthly payroll and WPS. Processed invoices. Assured expenditures are in line with company's budget.
- Maintained journal entries and accounting ledgers. Provided necessary documents for audits.

Assistant auditor / trainee

Talal Abu-Ghazaleh Organization – Abu Dhabi, UAE. Jan 2014 – July 2014

- Prepared the trial balance, financial statements, audit paperwork in accordance with standards.
- Conducted operational and financial audits. Assured financial statements are aligned with GAAP.
- Assessed risks of material misstatements. Ensured the effectiveness of internal controls.
- Translated Financial Statements from English to Arabic and vice versa. Conducted meetings with client for auditing.
- Performed year-end inventory counts at clients' locations. Worked closely with outsourced audit team.