

Ahmed Ali Mohammed Al Ali

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OBJECTIVE

A locally-based and trained professional seeks a challenging position by fully utilizing exceptional organizational ability and extensive communication skills, matched with technical competency and required administrative abilities. Alongside career development, I am positive that I will bring the required added value to your esteemed setup.

Most importantly, I would like to work in an organizational setup that stresses collaborative thinking and emphasizes on a workforce that collectively believes in the fact that technology is vehicle to make our lives ever more productive

CAREER PROFILE

Over ten (10) years of professional experience across a wide spectrum of public and private clientele and through a wide range of industries.

A unique first-hand experience of the socio-cultural nuances characteristic to the UAE Market since brought up in the UAE and therefore having the required understanding to work in a multi-cultural and multi-national working environment.

A firm believer in team playing and offering effective coordination, negotiation and motivation of peers and subordinates to achieve project deliverables in an efficient and a cost-effective manner.

Ability to support multiple simultaneous projects in a matrix organizational structure with outstanding skills related to project planning, execution, monitoring and resource balancing.

Insightful interaction with stakeholders to provide accurate reporting and information regarding the ongoing projects and potential opportunities.

Committed to staying current on innovations in technology and computer science.

Analytical and detail-oriented problem solver with a strong work ethic.

EDUCATION

B.Sc. (Bachelor of Science) Information Technology –MIS

Emirates College of Technology, E.C.T. UAE

Higher Secondary School Certificate, 2011

Ras Al Khaimah High School

EXPERIENCE RECORD

October 2017- up-to-date Cleveland Clinic Abu Dhabi

Designation: Agent 1, Treasury Collection Coordinator, protocol department

Protocol/VIP Department 2021 – present

Coordinate and escorting protocol patients starting from receiving patients to escort them to their appointment, find a safe environment so patients can proceed to his/her appointment smoothly.

Putting plan, directs, coordinate and supervises the conduct of protocol patients.

Establishing professional standards and providing high-quality services.

Treasury Collection Coordinator 2020 - 2021

Coordinate with various departments and forecast cash flow at company and provide information on placement of money.

Document all bank transactions and maintain track of all activities of bank account data.

Supervise third party collection activities and compile all reports for corporate collection.

Assist in collection and deposition of cash in cash chests in presence of two witnesses to ensure transparency and accountability.

Provide assistance to treasurer and operate treasury in line with existing accounting procedures.

Ensure income and congregation accounts tally with each other as per established accounting procedures.

Administer efficient operation of treasury and ensure strict compliance with national financial policies.

Coordinate with Treasurer to plan and evaluate treasury's financial operation.

Participate in various Finance committees as member and provide assistance to prepare budgets.

Manage all office functions in absence of treasurer and execute all duties pertaining to treasurer's office.

Review daily or weekly cash flows and prepare annual financial report to submit to higher authority.

Oversee corporate debt facilities and ensure adherence to established treasury rules and prepare reports of all such activities.

Prepare monthly and quarterly reports as per existing financial norms.

Assist Treasurer and senior management to review and analyze re-finance requirements, corporate finances and capital markets.

Provide support to business units on projects and initiatives such as financing projects by third parties.

Agent 1 2017 – 2020

Answering patients calls to schedule, reschedule, provide documents, prepare their meds and many other services. Over 200 calls I used to answer per day. Handlings incoming and

outgoing patients for CCAD. Follow various communication script when speaking to the patients. Improve performance and go beyond goals.

2013- 2017 - Ras Al Khaimah Court

Designation: Customer service – Execution section

Provide administrative support to judicial officers both in and out of court and ensuring the delivery of quality advice, information and assistance to internal and external customers of the court.

Undertake duties in a court room, which is a high pressure and fast paced environment.

Maintain appointments and schedules for judicial officers; prepare and maintain case files for hearings.

Assist judicial officers in court to perform court functions.

List matters for mediation and court hearings; and provide administrative support for case managers and judicial officers.

Carry out in court recording of hearings; and preparing and processing in court documentation.

2011-2013 Police G.H.Q of Ras Al Khaimah

Designation: Member in administration

Report directly to the Director and handle employees assisting in the day-to-day efficient operation of the office.

Observe official circulars and letters originated from ministry interior.

Compensation & benefits administration and recordkeeping.

Complete monthly and year-end reports on terminations, transfers, and new hires; compute and record payroll data as scheduled

Provide high level of administrative services in maintenance of staff files, documentations and ensure

Proper maintenance of records using HRMS linked to the payroll

Process visa application, cancellation/absconding, NOC/salary certificate from the Immigration.

Handle End of Service Benefits

Manage annual and sick leave records and applications, attendance

Records, staff files, leave fare allowance; office equipment/facility procurement and maintenance.

Provide administrative assistance and arrange travel and hotel bookings for the Senior Management.

Administer the insurance card, business card, access card awards for staff meeting.

Purchase, requisition, purchase order and payment orders, events organizing.

PERSONAL INFORMATION

Date of Birth	16 June 1992
Nationality	Emirati
Marital Status	Not-Married
Driving License	Valid UAE Driving License

Languages

English, Arabic