

PERSONAL DATA

Nationality : UAE
Date of Birth : May 01, 1982
Social Status : Married

CONTACT INFORMATION

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CAREER OBJECTIVES

Seeking an opportunity to expand my leadership responsibilities, add value to the organizational ability to meet and exceed their goals, and assist in honouring all long-term commitments made to their stakeholders, employees and communities that they live in, while enhancing my knowledge, personal and professional skills.

EDUCATION QUALIFICATIONS

Masters of Business Science in International Business April 2011 April 2013
Zayed University GPA 3.71 / 4.0

Bachelor of Business Science in Finance September 2000 to January 2005
Zayed University, College of Business Science GPA 3.56 / 4.0

High School Diploma September 1997 to June 2000
Palestine High School 87.7%

WORK EXPERIENCE

Contracts Section Manager January 2010 up to date

Abu Dhabi Food Control Authority

- successfully automated the contracts process (Request to RFP to Contract issuance) through the Oracle system (ERP3 Release 12)
- Current organization chart for contract section is 8 team members
- Create training plans for the contracts team that caters to their individual needs
- Ensure that Projects/ business contracts activities matches up the authorised procedures of the authority and financial delegation of authority.
- Prepare tenders (both limited and public and float them)
- Prepare and issue contracts and variation orders for different types of works and services such as:
 - Major construction
 - Investment contracts
 - Research and development contracts
 - IT services
 - Maintenance works
 - Food security related contracts
 - Consultancy services
 - Technical and commercial collaboration agreements (with other government entities)
- A member of several teams for initiating new projects or merging a new service into our organization mandated by the government of Abu Dhabi
- Review scope of works and challenge them before the tendering stage
- Assist in drafting scopes of work and preparing budgetary estimates through the RFI process
- Hold meetings of negotiations with Suppliers
- Resolve claims, variation and any contractual issues.
- Create and adjust contracts and procurement policies and procedures
- A member and secretary of Major tender committee in Abu Dhabi Food Control Authority
- Preparing regular and adhoc reports required by high management
- Preparing reports required by GSEC related to Contracts and Procurement

Procurement Specialist

March 09 up to December 2009

ALDAR Real Estate Company

- Ensure that Projects/ business procurement activities meet ALDAR's policy expectations /business plans
- Ensures that ALDAR's procurement strategies are robust, sound, fit for purpose and offers the ability to manage risk and drive out costs.
- Ensure that ALDAR has a choice of performance specifications for a range of commodities/ equipment and material.
- To provide a governance roll and assurance of Procurement processes across ALDAR portfolio.
- Develop and maintain ALDAR wide commodity purchase strategies

Infrastructure Coordinator

January 08 up to March 09

ALDAR Real Estate Company

- Create and maintain the latest amounts to be reimbursed from different government entities, utilities demands and infrastructure costs,
- Work closely with head of infrastructure and project services on issues regarding completion of infrastructure works in ALDAR projects specifically reimbursable infrastructure,
- Liaison with the finance department, project managers and the infrastructure and planning department on information about infrastructure, its costs or the reimbursement mechanism,
- Assist Head of infrastructure and project services on editing and commenting on Drafts of MOUs, agreements and BOQ between ALDAR and other parties.

Accounts Coordinator

July 2007 to January 08

ALDAR Real Estate Company

- Control and monitor major projects payables,
- Building a solid accounting base which includes resetting projects and accounting codes for major projects,
- Assist in preparing cash flows,
- Deal with contractors and project managers to resolve pending issues.

Accountant

August 2005 to June 2007

Abu Dhabi Oil Refining Company (TAKREER), Finance Division

- Control and monitor major projects payables,
- Work with general accounts accruals and reconciliations,
- Assist in preparing the operating budget for 2006.

Credit Relationship Officer

March 2004 to August 2005

First Gulf Bank (Head Office, AD), Credit Analysis Department

Managed a portfolio of corporate customers (Mainly in Real Estate financing),
Determined credit lines for new and existing customers,
Prepared qualitative and quantitative reports on a daily basis.

SUMMER TRAINING

Trainee

July to September 2003

Abu Dhabi Oil Refining Company (TAKREER), Procurement Division – Purchasing Department

- Assisted on daily purchase orders and filing responsibilities.

Senior Trainee

July to September 2002

Abu Dhabi Ministry of Health, Administration Development Department

- Responsible for all the other trainees in the ministry,
- Created the letters of recognition for all trainees.

Trainee

July to August 2001

ADGAS Oil Company, Procurement Division

- Assisted on daily purchase orders and filing responsibilities.

PROFESSIONAL SKILLS

Languages	Fluent written, verbal and communication skills in Arabic and English.
Computer skills	Advanced experience in MS Office, Oracle system (l-procurement, sourcing and PO modules) , and Internet
Writing Skills	Writing business letters, memos, reports, minutes of meeting, procedures, processes and prepare presentations.
Coordination Skills	Capable of evaluating requirements for planning and managing systematic organizational change and development. Coordinate with other departments to identify future financial requirements and current items in processes.
Communication& People Skills	A social and energetic person in nature, contain articulate and very effective working with people of different backgrounds and temperaments. Capable of consistently maintaining a positive attitude and cooperatively work with others to produce and deliver required quality work. Dealt with a variety of people from senior managers to clerks, and high net individuals to normal incomes to be able to provide the best services and recommendations.

CAREER RELATED COURSES

- Certified Contracts Manager
- Contract Drafting for Non-Lawyers
- Certified Professional Manager
- Strategy Happens
- IOSH Working Safely Course

EXTRA PROFESSIONAL ACTIVITIES

September 2012	A speaker at the Contract Management, Negotiation & Dispute Resolution ME Conference - Dubai (by IRR consulting company)
2006- up to date	A member of the Business College National Advisory Committee in Zayed University
Feb 2004	The Master of Ceremony of an international conference 'Building Dynamic New Prosperity in the Gulf Region Through Global Cooperation: Opportunities & Challenges'
2003	Attended the 1st Economic Business Women Forum in Abu Dhabi

REFERENCES

- Available upon request