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|  **DILEEP KUMAR**E.Mail. dileep.366437@2freemail.com   |

Leader and professional seeking middle/upper-level management position that leverages extensive experience in planning and organizing budgets, developing teams and solving problems.   More than 18 years of hands on experience in various business industries in managing the overall finance, accounts & Commercial functions with Strategy Planning, Administration & Operation Management, Commercial functions.

**Management Procedures, Property Management, Controlling Budgets, Forecasting & Finance,**

**Financial Awareness, Business Improvement, Employee Relations, Customer Relationship Management**

**Operations/Administration- Real Estate:**

• Prepare documents such as representation contracts, purchase agreements, closing statements, leases, and deeds

• Compared properties with similar properties that had recently sold to determine competitive market prices
• Promoted sales of properties through advertisements, open houses, multiple listing services and other online advertising platforms

Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting based on current market conditions
• Interviewed clients to determine what kinds of properties they were seeking and generated lists meeting those requirements from available properties
• Closed an average of 20 transactions every year

**Core Competencies:**

* Solid ability to multi-task while maintaining quality and  accuracy.
* Strong oral and written communication skills, proven ability to write reports & business correspondence.
* In-depth [computer knowledge](http://www.jobbankusa.com/resumes/free_samples/examples_templates_formats/general_manager.html) with ability to learn required    software technologies and procedures.
* Excellent organizational skills, team management skills & decision making skills.
* Good financial acumen, Influencing within cross functional teams, Results focused
* Well disciplined, organized, hard working & willing to take challenges.

**Professional Summary**

Present Roles From 2013- Present

Business Manager– D.K.Trading, Ernakulum, retailer and distributer of MTS telecom products.

Distributer and marketing agent for of various textiles & hosiery products

Previous Roles

* **Real Estate Admin In charge**: From 2006 to 2012 I have assigned with the additional responsibility of a 2 villa compound and an apartment building. I was entrusted with responsibilities of contract drafting, negotiation and client analysis, payment follow ups and banking. Also coordinated the maintenance requirements and procurements.
* **Manager Operations and Administration** - From 2000 to 2013, M/s. Amson Furniture & Decoration a division of Al Muftah Group, Doha-Qatar. A group with more than 15 divisions with diversified business activities. I have handled
* Administration & Accounts From March 13, 1995 to April 12, 2000 with M/S. Info Control Systems Inc, Bangalore, India. Manufacturers of Process Control instruments, Industrial Key Boards, and other various electronic modules for different manufacturers.
* From July 1993 to Feb 10, 1995 with M/s. Arabian Marketing Services Est. Dammam, Saudi Arabia. Having 3 divisions engaged in Marketing, Real Estate, Building materials. dealing with a diverse products like Jotun paints, Hilti, Hitachi, Makita, Bosch, and Sanitary wares like Jaquar. Kohler, Roca etc.

**Professional Expertise/ Career High Lights**

**Strategic Financial Planning**

* Handling finance functions involving determining financial objectives, Designing & implementing systems, policies & Procedures to facilitate internal financial control.
* Formulating need - based business strategies for long term and short term goals of the organization for maximizing profitability & revenue generation & realize organizational goals.
* Instituting internal control system viz. debtors' management, stock monitoring, as well as keeping a constant vigil over overhead expenses.
* Formulating budgets and conducting variance analysis to determine difference between projected and actual results and implementing corrective actions.

**Project Management**

* Screening new projects and conducting feasibility studies, projecting cash flow & ROI and apprising management of potential future profitable projects.
* Monitoring projects with respect to cost. Resource deployment, Time over-runs, Quality compliance and manpower planning to ensure timely execution of projects.
* Preparing & verifying project reports Arranging approvals from various departments & Authorities.
* Liaising and negotiating with subcontractors & Suppliers, Banks and financial institutions for raising funds and non-funds based facilities to meet working capital and project requirements.

**Commercial Affairs / Administration/ General Responsibilities**

* Identify the goods and services to procure, Approval of Purchase Orders as per cost sheet, Identify supplier contract milestones, Review supplier performance as per agreed terms & Identify and resolve supplier performance issues
* Managing functions related to purchase of imported / indigenous raw material and products
* Authorizing dispatch activities including pricing matters. Monitoring Banking activity and Handling Sales, Purchases, Import documentation, Bank Guarantees, LC, and Inventory & Insurance.
* Interacted daily with the Board of Directors

**Educational Qualification**

* Bachelor of Commerce (B.Com) from Calicut University - 1992
* Diploma in Computer applications 1993

**Driving License**

Having Qatar driving license and Indian DrivingLicense.

**Expected date of joining**: Immediately after receipt of employment visa