

MOHAMMAD SIKANDAR BUTT

DUBAI

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Professional with diverse and extensive experience in Sales, Business Development, Banking, Finance, Risk Management, Real Estate Development / Operations, Sales and Marketing, Team Management

Willing to relocate: Anywhere



WORK EXPERIENCE

Senior Development Manager

Trans ER Freight LLC

April 2017 to Present

Business development of client base for new customers and value addition to existing customers.

Also managing other group companies dealing in diverse activities as Interior fitouts, Cinema fitouts, negotiating contracts, etc.

General Manager

Makateb Business Centers

April 2015 to March 2017

- Managing a group of business centers in Dubai, Ajman and Abu Dhabi
- Restructured the entire processes to make functions efficient for achieving maximum employee output
- Created and launched the Makateb Website, Social Media, Advertising Campaigns
- Revised the tariffs structure to maximize revenue in line with industry standards
- Revised the lease rates and structured them from flat rates to per-sq-ft rates
- Identified space wastage and built additional offices which added to increased rental income
- Handling a team of staff members across territories
- Identifying potential investments in line with growth strategy
- Assisted the group with securing bank finance for development projects due to vast banking experience and contacts
- Responsible for the overall growth and profitability of the Business Centers

Chief Operating Officer

Alpha Business Centres

April 2012 to March 2015

UAE, UK

EBC Centres - Africa

NCP Limited (National Car Parks) - UAE, UK & Africa

- Setup and successfully launched and managed fully furnished luxury business centers and car parks right from inception
- Achieved 100% occupancy levels within 7 months of roll out in UAE
- Achieved 100% occupancy levels in 5 EBC Centres in Africa within a year
- Achieved profitability within 1st year of operation and with a lea

- Owners representative and Chairman of Owners Association of Clover Bay Tower and Oxford Tower (Deyaar) - Business Bay

Investment Advisor

Mashreq Bank - Priority Banking - Mashreq Gold

July 2011 to March 2012

- Providing advisory service to Priority banking clients for Investments, Banc assurance, Estate planning, etc.
- Assisting Priority banking RMs in closing deals with affluent clients

Unit Head - Business Banking

Mashreq Bank

May 2007 to July 2011

- SME / Business Banking (Trade & Working Capital)
- Part of the core SME team from inception of SME business at Mashreq
- Management & Supervision of a team of 7 RMs/SRMs handling portfolio of commercial customers and their working capital, trade and other financing requirements.
- Setting strategy for the team towards achievement of organization sales targets with regards to growth and management of Assets, Liabilities and acquisition of NTBs.
- Maintaining tight control over the risk aspect of the credit portfolio in conjunction with the Risk Management team
- Assisted in the launch and training of Small Ticket Trade Finance proposition. Designed and prepared the documentation / forms to be used for the same

Also nominated Head of SME - Bahrain

Senior Relationship Manager

Emirates Bank Intl. Al Shaheen Club

2005 to 2007

SME / Priority banking were one function at EBI initially).

- Rolled out the SME / Priority Banking initiative at EBI - Ghusais Branch
- Worked as an SME / Priority Banking - Senior Relationship Manager with targets for business growth of Assets, Liabilities and Investments
- Handled targets for self and supervised / managed achievement of targets of team of 2 RMs reporting to me

Credit Supervisor / Analyst - Corporate Banking (Large Corporates)

Emirates NBD / National Bank of Dubai

2002 to 2005

Handled a demanding portfolio of Large Corporates with Assets of AED750 Million and Liabilites of AED1.2 Billion.

Banking Operations / Automation Trainer

Emirates NBD / National Bank of Dubai

2000 to 2002

Conducting training of staff in banking operations at the Banks Branches (on job training and class room training). Also trained bank staff in the new and revised banking procedures / automation system implemented by the bank.

Banking Process Re-engineering

Emirates NBD / National Bank of Dubai

2000 to 2001

- Redefining the banking process and writing the new bankwide policies and procedures inline with the revamped processes

• The task also included writing the bank's training manual, delivering classroom lectures, and systems training with visual aids.

Banking Operations

Emirates NBD / National Bank of Dubai

1993 to 2000

Debit Cards processing, Loans & Advances, Salaries & Standing Instructions, Account Opening, Statements & Cheque Book issue, Clearing Department, etc.

Accountant

British Civil Engineering Co

1992 to 1993

Accountant in the above company engaged in construction of roads, tunnel, bridges, etc.

Audit Trainee

Griffin Nagda & Co - Dubai

January 1991 to July 1991

Audit Trainee with the above audit firm and performed audits of trading companies, pharmacies, schools, bank and other organizations.



----- EDUCATION -----

Bachelor of Commerce in Advanced Accounting & Auditing

Punjab University - Lahore, PK

Moody's Analytics in Advanced Credit Risk Management

Chartered Institute for Securities and Investments

CHARTERED INSTITUTE FOR SECURITIES AND INVESTMENTS in INTRODUCTION TO SECURITIES AND INVESTMENTS (INTERNATIONAL)



----- SKILLS -----

- CREDIT ANALYSIS
- RETAIL BANKING
- BUSINESS PROCESS RE-ENGINEERING
- PROJECT MANAGER
- RISK MANAGEMENT
- REAL ESTATE BUSINESS CENTRE PROJECT MANAGEMENT
- CORPORATE BANKING
- BUSINESS BANKING
- BANKING OPERATIONS TRAINER



CERTIFICATIONS AND LICENSES

MOODY'S ANALYTICS



ADDITIONAL INFORMATION

SKILLS SUMMARY

- Vast banking experience covering Corporate Banking, Business Banking / SME, Retail Banking, Priority Banking, Projects, Business Process Re-engineering, etc.
- Skilled and successful project manager with proven track record of successful launch and operation of Business Centers and Car Parks across different International geographies
- Skilled Lender, Risk / Credit Analyst and Investment Advisor
- Well versed in Sales and Risk aspects of banking
- Well experienced in working as a team leader as well as a team member.
- Ability to work in harsh and critical situation.
- Excellent Managerial Skill.
- Keen insights and ability to identify key problems and generate creative solutions.
- Effective interpersonal skills to co-ordinate and participate in a team environment and achieve organizational goals.

COMPUTER SKILLS

Worked extensively on:

- Banksys
- Capbanc
- Microsoft Office