noor ai concierge

COMPANY PROFILE
2026

The AI office manager for UAE businesses.

Noor AI Concierge takes the repeated office work off your team, so they can do the real work. We answer your customers on WhatsApp, email and website chat, and we handle quotes, follow-ups, payment reminders and weekly reports. We are a licensed UAE company based in Abu Dhabi, working with businesses across the UAE. We start by studying how one job really works, then build around the tools and people you already have.

THE OFFICE JOBS WE TAKE OFF YOUR TEAM

PROCUREMENT

From request to purchase order

Requests from staff and sites sent to suppliers as price requests, replies compared side by side, and a draft purchase order ready for a person to approve.

FINANCE AND ACCOUNTS

Invoices, matching and collections

Supplier bills read and entered as drafts, polite payment reminders, customer statements, and your customer details made ready for UAE e-invoicing.

SALES AND CUSTOMER SERVICE

Every enquiry answered on time

Replies on WhatsApp, email and website chat from your real information, quotes from your price list, follow-ups on open quotes, and bookings. Assistants start at AED 499 a month each.

OPERATIONS AND PROJECTS

Field updates into clear reports

Photos, voice notes and messages from your sites turned into one clear daily report, and maintenance requests turned into job orders.

HR AND ADMINISTRATION

Documents, visas and payroll prep

Every licence, visa and insurance expiry date in one list with early reminders, and timesheets added up for payroll.

MANAGEMENT

One clear view every week

Short weekly reports for owners and managers: sales, cash received, open quotes, overdue payments and the work waiting for a decision.

We prepare, your people approve

Anything involving money, a legal filing or a promise to a customer goes to a person first.

Built around your way of working

No new software for your team to learn. Day one looks the same, with less typing.

English, Arabic and Urdu

Assistants reply in the language your customer writes in.

HOW WE WORK

1
Free check
A free 20-minute look at one job your team repeats, by call or at your office. We tell you honestly if it will help.

2
Fixed quote
A written plan and one fixed price within 48 hours. You pay nothing until you agree.

3
Build
We set it up inside the tools you already use, and your team tests it on real work first.

4
Go live
It goes live with one named contact for fixes, and a short monthly report of the hours saved.

WORKS WITH YOUR EXISTING TOOLS

- Email, WhatsApp Business and website chat.
- Excel and Google Sheets files.
- Your accounting software. Where it allows a direct link, we use it. Where it does not, we work from its exported files.

Outlook · Gmail · WhatsApp Business · Excel · Google Sheets · Odoo · Zoho Books · QuickBooks · Tally

SECURITY AND DATA

- Your data stays in your own accounts wherever possible.
- Access is limited to what each job needs, and every action is logged.
- Assistants that talk to your customers say they are automated, and we follow the UAE data protection law (PDPL).
- We sign a non-disclosure agreement before seeing confidential documents.
- We never pay, file or sign on your behalf.

COMPANY DETAILS

Legal name	Noor Ai Concierge FZE (trading as Noor AI Concierge)
Legal form	Free Zone Establishment with Limited Liability
Licence / formation no.	4432887.01 / 4432887 · Sharjah Publishing City (SPC) Free Zone
Share capital	AED 50,000
Registered address	Business Centre, Sharjah Publishing City Free Zone, Sharjah, UAE
Operations	Abu Dhabi, serving clients across the UAE
Licensed activities	Software development and publishing, software customisation, computer systems integration design, AI research and consultancy, IT consultancy and services
Founder and manager	Noor Zaman

Noor Zaman
Founder, Noor AI Concierge

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