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*James*

***E-mail:*** [**james.113444@2freemail.com**](mailto:james.113444@2freemail.com)

OBJECTIVE: Seeking a suitable position, where the above skills will be fully utilized and further developed.

PROFILE:

* Excellent interpersonal skills, confident and poised in interactions with individuals at all levels readily developing rapport with clients and colleagues.
* Highly trustworthy, ethical and discreet; committed to superior customer service.
* Dedicated individual; achieving a reputation for consistently going beyond what is required.
* Detail orientated and resourceful in the completion of projects with an ability to multitask and meet strict deadlines.
* Proven ability to collect consolidates, organize and prioritize business needs.
* Highly regarded for a proactive attitude and an ability to think literally, providing ideas and solutions.
* Adopt a creative approach to problem solving through use of excellent analytical skills.
* Organized individual with exceptional follow through capabilities.

## EXPERIENCE:

**OMNIYAT PROPERTIES October 2008 – Till Date**

**Senior Sales & Leasing Administrator**

* Responsible for contract management and administration in accordance with company policies, legal requirements, and customer specifications.
* Reviewed and administered contracts and modifications; prepared contract review records and obtained necessary management approvals.
* Led negotiations of contracts and changes with customers.
* Assisted in preparation of presentations for program and customer reviews.
* Prepared and maintained contract documentation and provided information to property and procurement departments.
* Contract Administration from signing to Settlement.
* Following up sales staff to ensure deposit are paid.
* Train and supervise interns and temporary staff as applicable.
* Perform additional tasks as assigned by team management.

**BETTER HOMES LLC December 2005 – October 2008**

**Property Administrator**

* Provided support to the Operations Manager and Engineers.
* Liaison between tenants and management office.
* Handle the processing of all leasing documents together with the Administration Dept
* Reviewed and updated monthly variance reports.
* Reviewed tenant leases and gathered information that may be missing or updated.
* Reviewed monthly financial reports for delinquent rent payments and created collection letters.
* Maintained tenant folders and updated tenant contact information.
* Maintained 95%-100% occupancy rates at Any City properties by establishing positive

relationships with tenants, owners, management professionals and contractors.

* Performed all lease administration duties, monitor collections and coordinate default proceedings.
* Planning the duty rosters for Better Homes staff employed to work in the property and ensuring that their work is carried out efficiently and effectively.

**HOUSE HUNTERS REAL ESTATE LLC December 2003 – November 2005**

**Sales & Leasing Executive**

* Responsible for the leasing and marketing of our residential i.e. prospect for new tenants, attend to leasing enquiries and conduct viewings with prospective tenants
* Handle the processing of all leasing documents together with the Administration Dept
* Establish good relationship with the tenants
* Oversee and liaise withcontractors relating to minor repairs brought up by tenants
* Constantly keep abreast of current market rates and industry trends in order to recommend rental rates upon tenants’ expiration of lease
* Prepare weekly/monthly/annual reports on leasing status and actual maintenance costs
* Coordinating the release of advertisements in newspaper and attending calls for advertised properties.
* Following up on all paperwork as necessary and ensuring that accurate and up to date information is available for entry into the relevant system.
* Preparing adequate and complete supporting documentation for submission to the Finance division to ensure accurate remittances.

**TROUVAY CAUVIN GULF March 1997-February 2003**

**Sales Administration and Shipping Assistant**

* Was responsible for handling overseas customers from leading multinationals in Doha, Saudi

Arabia (Aramco), Bahrain (BAPCO) and including customers from U.A.E.

* Involved in importing & exporting of pipes, valves & fittings from U.S.A., Europe, Asia & Middle

East.

* Was responsible for daily invoicing and preparing shipping documents.
* Kept timely follow-ups with overseas and local deliveries and payments from customers &

suppliers.

* Was responsible for daily invoicing and helping our Administration Manager for the monthly

closing.

* Reported to the Administration. Manager regarding problems if occurred.
* Reported our Q.A.Q.C manager with all the queries and problems related to the material stored in

the warehouse.

* Maintained Mill test Certificates for all the goods stored in the Warehouse.
* Removed Material test Certificates for the goods going for customers.

**EDUCATION:**

* Currently pursuing MBA in Sales and Marketing from Mahe Manipal University, Dubai, UAE.
* Graduated in Bachelor of Commerce in the year 1999.
* Done apprenticeship in Hotel Management in TAJ MAHAL Hotel Mumbai for 1 year.
* Done computer course in MS Office applications in 1995.

PERSONAL INFORMATION:

Date of Birth : 13th September1976.

Visa Status : On a residence visa

Nationality : Goan, Indian

Martial Status : Married

Languages known: English, Hindi, Konkani, Marathi.

Possess a **UAE Driver's License**