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Senior level assignments in **Retail, Residential and Commercial Real Estate Leasing Management, Property Management and Business Development** with a leading organization of repute, preferably in Shopping Center, Retail and Real Estate industry

**PROFILE SUMMARY**

A seasoned real estate professional with **10 years** of extensive experience in **Retail Leasing - Shopping Mall, Residential and Commercial Leasing and Property Management,** Entailing:

**Shopping Center Management Revenue & Occupancy Maximization Marketing & Business Development**

**Cross-Functional Team Leadership Relationship Management Liaison & Coordination**

**Presentations/Negotiations Networking and Lead Sourcing Legal Compliance**

**Property Management Lease Administration Property Sourcing**

**Land Acquisition Operations Management Strategic Planning**

* Accountable for increasing and diversifying property’s revenue streams by leasing of the shopping center’s vacant retail units, common areas, parking lot, storage space etc. while maintaining the established image of the property as a high standard retail facility
* Strategist in managing business operations with focus on top-line & bottom-line performance and expertise in determining company’s mission & strategic direction as conveyed through policies & corporate objectives
* Tenacious in identifying new revenue generation opportunities and forging strong relationships with business partners
* Skilled in handling **real estate management activities** encompassing planning, surveying, licensing, business development, identifying various risks associated with the property and preparing valuation reports
* Proficient in creating projects and **liaising / negotiating with clients** for acquisition of contracts starting from requirement gathering, proposal making, client acquisition to completion of contract
* An effective communicator with team leadership skills and strong analytical, problem solving & organizational abilities

**ORGANIZATIONAL EXPERIENCE**

**Feb’13 – Jan’15 Phoenix Market City (A Phoenix Mills Group Co.) Bangalore, India as Leasing Manager**

**Role:**

* Involved in leasing for the shopping mall, legal compliance, churns, re-location, fit-out management and brand launches Maintaining competitive trade mix
* Managing effective negotiations with approved brands with the retailer in order to have revenue optimization by achieving the desired targets
* Undertaking the completion and signing of the Letter of Intent (LOI) by the retailer / brand post review of all clauses, discussions and ensure that the original signed copy of the LOI is in the custody of the legal team
* Posting signing of deal, ensure that the process of Leave & License agreement is started and completed on time for all retailers
* Managing the proper documentation and recording/filing of all legal documents associated with the deal for all clients
* Ensuring timely submission of the store’s plans/ designs by the retailer for review by the RET team, and ensure swift resolution of retailer issues during the fit-out process
* Ensuring adherence of all clients to the payment schedule and resolve any issues related to non-payment/ delays in payment
* Preparing and maintaining the Leasing Tracker for every project/mall and also undertake the preparation of weekly MIS reports on deals closed
* Pitching & generating leads, execution & closing retail transaction
* Interacting with different retailers and consultants to develop and maintain business relationships with key partners at management level at client organizations
* Interacting with the retailers and ensuring retail space in Phoenix Market City Centers in Bangalore, Mumbai, Chennai and Pune

**Highlights:**

* Made an immediate impact upon hire, achieving Kiosk revenue by over 120% within a span of 6 months
* Played a significant role in over achieving the centers total sales consumption rate by 35% during fiscal period 2013-2014
* Maintained over 95% occupancy rate through exceptional leasing strategy and team effort
* Recognized for successfully signed a deal in terms of size and revenue by signing off a mini anchor kid’s edutainment concept contributes in significant increased occupancy level
* Proficiently handled leasing and brand transition to other Phoenix Centers located in Mumbai, Chennai and Pune

**Nov’11 - Dec’12 Al Mostqbal Properties LLC, Dubai, UAE as Property Management/Business Development Executive**

**Role:**

* Formulated new tenancy contracts for the leased retails units and prepared proper documentation and performed verification and leasing retails units in all the properties
* Performed primary market analysis and collating firsthand knowledge to assess target rents for vacant properties to generate revenues for the business unit
* Handled handover of properties to new tenants, liaised with the Facilities Management Team and ensured client satisfaction by delivering new property as per the requirement
* Interacted with the clients to resolve the complaints, enforced rules of occupancy, inspected vacant units and completed repairs and planned renovations

**Highlights:**

* Expertly managed 4 residential/commercial buildings, 15 warehouses, retail showrooms, shops and villas
* Distinction of being recognized for recommending new process for tracking status of lease negotiations and agreements that helped in saving time and improving client relationship management
* Proficiently assisted in developing a new project encompassing 24 story multi-family residential building

**Mar’08 – Oct’11 Zenath Real Estate LLC (Khalid Al Ghurair Group), Dubai, UAE as Senior Leasing Executive**

**Role:**

* Managed leasehold and freehold properties with complete ease
* Established rental rate by performing survey on local rental rates and calculated overhead costs, depreciation, and profit goals
* Engaged in preparing tenancy contracts through (RERA) Ejari Website
* Coordinated with the tenants to maintain their request and forwarding the same to the Maintenance Department
* Formulated and implemented preventative and remedial maintenance program as per the set budget
* Developed a team of in-house maintenance technicians specifically to tend to the routine maintenance of the managed multi-family properties

**Highlights:**

* Competently managed and handled:
* 10 residential/commercial buildings consisting nearly 800 units
* Real estate development encompassing more than 42,000 sq.ft. of commercial showrooms, 80 units of retail showrooms and shops and labour camps
* Steered efforts in managing on time collection of lease revenues and 98% occupancy level during recession
* Distinction of being recognized for maintaining properties at high capacity with low turnover through on-target advertising, professional networking and excellent tenant relations

**PREVIOUS EXPERIENCE**

**Jul’05 - Aug’07 Cognizant Tech. Solutions India Pvt. Ltd., Chennai as Supervisor/Senior Process Executive**

**Nov’04 - May’05 Sutherland Global Service Pvt. Ltd., Chennai as Customer Service Executive**

**May’04 - Oct’04 Net Vision Pvt. Ltd., Chennai as Customer Service Representative**

**TRAINING ATTENDED**

* Attended EJARI training program from RERA (Real Estate Regulatory Authority Dubai)

**IT SKILLS**

* Conversant with MS Office (Word, PowerPoint & Excel) and Internet Applications

**ACADEMIC DETAILS**

**2004** BBA – Business Administration from The New College affiliated to Madras University, Chennai Tamil Nadu, India

**PERSONAL DETAILS**

**Date of Birth:** 17th June, 1980

**Languages Known:** English, Hindi & Tamil

**Nationality** Indian

**Marital Status** Married