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Serviced clients’ needs akin to property leasing and

renting

Gathering information about market and competitions Manage and maintain paperwork and correspondence of leasing agreements

Monitor vacancies and analyze client’s concerns

Processing of lease applications

Coordinate in company’s marketing functions and activities

Prepare reports on customer complaints, requests and follow-ups.

Deployment of service personnel for facility maintenance, painting and furnishing requirements.

Maintaining stock reports of equipments in the location.

 **For detailed responsibilities see page no.3**

monthly wages and forward to accounts department.

Prepare material requisition and receive the materials from stores/purchase department and distribute

it to the respective sites

of cleaners, prepare

**Leasing & Facility Management Executive**

Dubai International Real Estate, Dubai, U.A.E

Allocate job to workers as per client’s requirement and daily schedule respectively

Check the cleaning work done by cleaners in the sites.

Arrange uniforms and PPE to workers. Check the discipline, uniform and cleanliness of the workers.

which including

square footage.

Highly talented and qualified professional with

Eight years of dedicated work experience as a Leasing Executive. Highly skilled & determine to meet clients’ needs and responding appropriately. Able to stimulate enthusiasm while providing relevant information. Possess in depth knowledge of all aspects of community

**Contact Information**

pricing

information,

availability

and

**Work Experience**

**2007 - present**

**Personal Information**

−

Date of Birth

23.Feb.1974

−

−

Nationality

Indian

Status

married

−

−

−

Languages

English

Arabic Hindi Malayalam Tamil

**2004 -2006**

**Janitorial Supervisor**

DIRE Facility Management

−

−

**Education**

−

−

Maintain daily attendance

**Computer skills**

−

Microsoft Office

Resolve customer complaints from the sites immediately.

Check and maintain the cleaning equipment in the sites.

**Work Experience**

**2004 -2006**

**Janitorial Supervisor**

DIRE Facility Management

**Qualities**

Excellent knowledge of real estate

businesses

Exceptional communication and organization skills

Strong interpersonal skills

Sales driven personality

Superior customer service skills

−

−

−

Carryout

cleaners.

induction training and safety regulations to

−

−

Co-ordinate with sales team in site visit to assess the

requirement of machinery / equipment / materials on receiving new contracts inquiry.

**skills**

**2000 -2004**

**Marketing Representative**

Master Publicity, India

Holder of valid UAE driving license

−

Responsible in travelling to client place and show the

work proof.

Handled multiple customers in showing demo of new advertise product.

Provided innovative ideas to senior team members to improve the product sales

**Strengths**

−

Able to work independently

Good customer service, communication, interpersonal and presentation skill

Independent and result oriented to achieve any target

A positive working attitude

Good Team player

−

**Core competencies**

−

supervising and coordinating

teams.

work of maintenance

−

investigating availability and suitability of options for

new premises.

managing change to ensure minimum disruption to core activities.

liaising with tenants of commercial properties; Coordinating essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling. checking that agreed work by staff or teams has been completed satisfactorily and following up on any deficiencies;

responding appropriately to emergencies or urgent issues as they arise.

**References**

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Available upon request

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**Leasing & Facility Management Executive – detailed scope**

1. My duty consists of managing 300 apartments across 8 block units.
2. Following company procedures strictly during leasing period/process in accordance to rules set by RERA.
3. Submission of leasing documents and follow-up with Leasing Manager with regards to shortlisted to be tenants.
4. To provide assistance to tenants and co-ordinate with maintenance team in timely attendance of maintenance issues.
5. Keeping record of all incidents recorded by security personnel.
6. Maintain and send timely reports to Property Manager with regards to leasing, maintenance and sub- contractors files.
7. Co-ordinate with sub-contractor in getting timely quote and get work done after approval from Property Manager in relation to maintenance issues.
8. Managing private party hall within the building facility and coordinating with in-house health club instructor.
9. Assuring the smooth functioning of processes from leasing, hiring subcontractor and efficiently managing the working partners like house-keeping staff, security personnel and maintenance staff.
10. Besides the above mentioned work Iam also eligible for supervising aluminium fabrication work.

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