

Hanan

Hanan.286796@2freemail.com

* Career Objective:-

To be able to join a company and seek a role in the field of Coordinator property management that offers’ career advancement where my acquired knowledge, experience and skills be fully enhanced, developed and utilized.

* Targeted Position: **Property Management**.
* Personal Profile: Date of Birth 08-10-1987

 Place of Birth UAE-Dubai

 Gender Female

 Nationality Jordanian

 Marital Status Married

 Visa Status Husband visa

 Driving License and Car Available

* Skills:-

* Familiar with basic spreadsheet computer program as Word, Excel, Power point and dealing with Internet.
* Excellent typing both (Arabic & English).
* Expert of programming property management System (UBS)
* Expert of programming Ejari system online.
* Excellent communication skills and office management skills (smart, presentable and team player).
* Team building and always seeking for new experience and knowledge.
* Strong communication and team work skills.
* Problem solving, able to handle multi tasks.
* Career History:-

I had been worked as

* **Property Management Officer** in First Gulf Properties from July-2014 till Dec-2014.
* **Leasing Coordinator** in Al Faris Real Estate from From Jul-2007 till Sep-2013

General Summary of Exposure:-

Position: - Property Management Officer

Date: - Jul-2014 to date Dec-2014

Company: - **First Gulf** **Properties**

Responsibilities:-

Managing and processing for all property activities to be in line with property management objectives through bank policy and procedure. Under my responsibility nine buildings in sharjah and Fujairah.

* Manages all tenants’ activities as process of making by system new and Renewal contract and Break Lease with receipt voucher if any.
* Create and follow up the Legal issues for Criminal and Civil Case.
* Market survey for properties.
* Budget for each building.
* Reports of renewals, leases and vacancies.
* Official Letter of due renewal.

General Summary of Exposure:-

Position: Leasing Coordinator.

Date: July, 2007 to date September, 2013

Company: **Al Faris Real Estate LLC.**

Responsibilities:-

Managing and processing for all property activities to be in line with property management objectives through company policy and procedure, Under my responsibility more than 350 units of apartments and villas and offices in Dubai, Sharjah and Al Ain.

* Renew tenancy Contracts connected buildings under my responsibility in accordance of law for Dubai, Sharjah and Al Ain according of the company’s policies and procedures.
* Create all tenancy contracts through Ejari system online special in Dubai area.
* Manages all leasing activities including attracting new tenants, vetting prospective clients, rental negotiations and reporting to the Leasing Committee.
* Follow-up tenants who want to evacuate the units with the completion of all procedures exit to the fullest.
* Receiving a complaint from the tenants for maintenance work and coordination with the maintenance team to solve them and follow up with the residents.
* Preparation the receipt vouchers cheques and cash from tenants for the activities of leasing and renewing.
* Responsible for bounced checks tenants and try to coordinate with them to be retrieved if possible (if not), converted to the legal department.
* Coordinate with brokers if required from the management.
* Inform all tenants with an expiry date of the lease through an official letter in the case of entitlement to increase the rent it legally.
* Evaluation units for leasing and increases matching with RERA index website.
* Implement all the necessary documentation required in the fulfillment of activities such as leasing, renewals, moving in, moving out and renovation.
* Prepare weekly and monthly reports on the status and performance of leasing, vacancy, maintenance, and renew activities.
* Coordinate with management on a daily basis to resolve operational and technical issues.
* Attend to tenants, external and internal clients’ needs and provide optimal level of service.
* Academic Qualifications:-
* EJARI Training Program, I am successfully completed ‘Ejari Training Program’ from Emirates Real Estate Solutions Help by Dubai Real Estate Institute in Decmber-2010.
* Secretary & office administration Trading Correspondence (Arabic & English) Secondary Certificate 2006-2007 from Babylon Institute
* Computer Courses (ICDL) 2006-20076from Babylon Institute.
* High School 2004-2005 in Charity National School
* Languages:-
* Arabic Mother Tongue
* English Second Language, both oral and written
* Reference:-
* References and supporting documents are available upon Request.