CURRICULUM VITAE

ABDUL

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| OBJECTIVES | RERA and EJARI Certified real-estate agent/broker, and **professional property manager** with more than 17 years’ of extensive experience in various aspects of operations with expertise in **Commercial, Industrial & Residential REAL ESTATE management and Retail Management,** seeking a managerial position in an organization that gives me the opportunity to apply my professional management skills which will contribute to the growth and profits of the organization, and offer opportunities for career advancement. |
| EDUCATION  PROPERTY MANAGEMENT  PROPERTY SALES / LEASE  RETAIL MANAGEMENT  PROPERTY CONSULTANT  Jan-2016 to PRESENT | MBA (Marketing)  Advanced Diploma in Computer Science.  (MS-Dos, SCO-Unix, Win-95, MS-Office (Word, Excel, Access, Outlook, Publisher & Power point) Dbase, Fox pro, Oracle (SQL Plus, Forms, Report Writer) Visual Fox pro & Visual Basic.  Diploma in International Airlines, Travels & Tourism Management.  **RERA** and **EJARI** Certification.  **Holding Valid UAE Driving License**.  SUMMARY OF PROFESSIONAL EXPERIENCE  Worked as **PROPERTY SUPERVIOR** at **AL JAZEERA INVESTMENT LLC (LOOTHA GROUP, Dubai)** for the period from **May 2012 to Dec 2013**  Overseeing, administrating and directing entire operations of commercial and residential properties, including finance management, leasing, tenant relationship, acquisitions, maintenance and physical condition inspection.  Worked as **PROPERTY/LEASING ADMINISTRATOR** in **AL ROSTAMANI GROUP, Dubai** for the period from **June 2008 to Aug 2011.**  Provided property management for 22 buildings (540 units of Commercial/residential and Industrial rental properties) responsible for tenant selection, lease management, rent collection, finance, maintenance issues and daily operations.  Currently working as **PROERTY CONSULTANT** at **VERTEX HOME PROPERTIES Dubai**, **from JAN 2016 to present.**  Worked as **PROPERTY CONSULTANT** at **COAST REAL ESTATE BROKER Dubai** for the periodfrom **Jan 2014 to June 2015.**  Worked as **PROPERTY CONSULTANT** in **MOON HOME REAL ESTATE LLC Dubai** for the period from **Mar 2006 to May 2008.**  Worked as ASSISTANT MANAGER at MAGRUDY ENTERPRISES LLC Dubai. (BOOK SHOP - RETAIL AND WHOLESALE) for the period from Aug 1999 to Feb 2006.  **EXPERIENCE IN DETAIL:**  Currently working as Property Consultant in **VERTEX HOME PROPERTIES Dubai.**  **Responsibilities:**   * Focusing on Sales and Rental Market and dealing with all Residential, Commercial and Industrial properties in Dubai. * Posting the direct properties in web portal like Dubizzle, Just Rental, Property finder etc., * Finding out serious clients in the market, arrangement of viewing of the properties and furnishing the Tenancy Contract from the landlord. * Completes lease form or agreement and collects rental deposit. * Thorough knowledge of lease terms, specifications and all community policies. * Thorough knowledge of current rental rates, sizes, locations and all amenities of property. * Develop full knowledge of application information required, screening processes and policies regarding rentals. |
| PROPERTY CONSULTANT  Jan 2014 to June 2015 | Worked as Property Consultant at **COAST REAL ESTATE BROKER Dubai**  **Responsibilities:**   * Focusing on Rental Market and dealing with all Residential, Commercial and Industrial properties in Dubai, Sharjha and Ajman. * Sourcing out the properties by visiting to the landlord office, direct approach to landlord and interlink with all agents in the market. * Answering calls and e-mails and providing details of the available properties for sale/lease. * Accompanying clients to the site and explaining the specifications of the property * Posting the direct properties in web portal like Dubizzle, etc., * Maintain a Good rapport with the Landlord and Tenant. |
| PROPERTY SUPERVISOR  May 2012 to Dec 2013 | Worked as Property Supervisor at **AL JAZEERA INVESTMENT LLC (LOOTHA GROUP, Dubai)**  **Responsibilities:**   * Providing a day to day support for the operation of a portfolio and maintaining a pleasant living environment for all tenants. * Developing and implementing a strategy to streamline operations and increase occupancy and revenue. * Managing all core business processes, including leasing, tenant relations, marketing, maintenance, preparing annual budget, accounts receivable and recruitment/team development. * Modified existing lease agreements and notices and set up tenant database system. * Liaising with internal departments as well as the service providers and government authorities on behalf of tenants/Landlord to mediate in solving problems. * Making new lease or rental agreements, collecting rents and deposits. * Managing tenant communication and tenant services on a daily basis. * Managing Lease renewals and rent reviews, preparing tenancy contracts on renewal, Rental negotiations, meeting with tenants, receiving payments, issuing receipts and Keeping up-to-date on imminent lease renewals etc., * Rent follow-up and returned cheques and supervising eviction in rent agreement violation cases. * Liaising with building security guards. * Providing updates to the owners regarding the property’s physical condition, prepare daily, weekly and monthly report in an accurate and timely manner and financial arrangements. * Regular monthly inspection of all properties in managed portfolio, detailing maintenance required and preparing all new lettings for handover to tenants. * Coordinating with any maintenance requests from tenants, resolving client complaints and any conflicts, enforcing rules of occupancy, inspecting vacant units and completing general maintenances by work closely with the facilities management division. * Coordinating all maintenance activities to ensure prompt and timely execution of all required works to the quality and standard. * Analysing competitive apartment properties in the market, advertising property available for rent or lease and screening the tenants. |
| PROPERY ADMIN  June 2008 to Aug 2011  PROPERTY CONSULTANT  Mar 2006 to May 2008  ASSISTANT RETAIL MANAGER  Aug 1999 to Feb 2006  PERSONAL INFORMATION | Worked as a Property/Leasing Administrator in **AL ROSTAMANI GROUP, Dubai**. [https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcQzLhwUeSQNgEOrYtY1xZCa-xg27e8Ba3LENc9prCTQIrifw11L](http://www.google.ae/imgres?um=1&hl=en&qscrl=1&rlz=1T4ADFA_enAE382AE391&biw=1441&bih=652&tbm=isch&tbnid=zEpRD5-SX99cCM:&imgrefurl=http://www.dcciinfo.com/&docid=CRdTYyO6AeR5KM&imgurl=http://www.dcciinfo.com/images/scroller/brand-scroller/Al-Rostamani-Group.gif&w=127&h=97&ei=nIOoUNrVOMWfiAexsYDYDA&zoom=1&iact=hc&vpx=1137&vpy=410&dur=850&hovh=77&hovw=101&tx=108&ty=66&sig=113967969568719668963&page=4&tbnh=77&tbnw=101&start=67&ndsp=23&ved=1t:429,r:88,s:0,i:331)  **Responsibilities:**   * Provided property management for 22 buildings both commercial and residential portfolio. * Assist property manager with a portfolio of over 540 rental units. * Working knowledge of SAP, PMS (Property Management System) and Microsoft Office suite including Word, Excel, Outlook and PowerPoint. * Screening of retail applicants, conducting site visits to the property, presenting the project and preparing lease documents. * Negotiating lease and rental agreements with retailers for various projects. * Organizing all documents required for lease signing * Preparing the EJARI contracts and liaising with RERA regarding the contracts. * Handling the collection of rents, security deposits and leasing fees. * Follow up with credit checks and generating lease signing. * Recording financial transactions and other account information. * Monitoring of building car parking allocations. * Responsible for total office administration. * Handle every phase of the leasing process according to the Leasing Consultant job description. * Thorough knowledge of commonly accepted office procedures and business practices. * Good working knowledge of property management and inventory control systems and practices. * Screening rental applicants, meeting with prospective tenants to show properties, explaining terms of occupancy, preparing lease agreements. * Manage all requests for maintenance in a timely manner. * Working knowledge of basic accounting principles and commonly accepted budgeting concepts. * Preparing MIS report on monthly basis, Vacancy report on weekly basis and accounting reports as per requirements and company practices. * Keep accounting records which include rent posting, accounting month end reports, rent as well as other fees collection. Also maintain correct computer records and manual tracking logs for daily activities.  |  | | --- | | Worked as a Property Consultant in **MOON HOME REAL ESTATE LLC** DUBAI.  **Responsibilities:**   * Dealing with Freehold and Rental Properties in all over the UAE. * Reporting to team manager the key responsibilities include answering general queries and maintaining and updating customer information. * Developing and managing relationships * Developing a list of contacts within real estate, mortgage, and title companies, as well as banks through a relationship with a senior. * Attending property launching function to gain networking experience. * Familiar with mortgage terms and determining buyer affordability through real estate. * Developed and maintained relationships with High-end Client. * Confident communicator with outstanding presentation skills. | | Worked as Assistant Manager at MAGRUDY ENTERPRISES LLC Dubai (BOOK SHOP - RETAIL AND WHOLESALE)  Achievement:   * Received company’s highest sales award in sales history. * Our Sales team rewarded for excellent customer service from **CITY CENTER MALL MANAGEMENT.** * Developed Excellence in **Customer Service Advisor training course**. * Achieved **Merit in Customer training program**. * Received the Certificate of appreciation for outstanding performance of contribution to the cultural life and education of the students of **Higher College of Technology Sharjah Women’s College.** | | * Monitor on stock movement, recommend action on slow items and develop an efficient replenishing system. * Handle customers compliant, exchanges and grievances. * Prepare and plans for various promotions in the assigned publisher. * Supervise staff activities, schedule of working timings in order to give excellent customer service and ensure a smooth day to day operation and to achieve and maintain sales target and profitability. * Makes monthly sales report for the assigned categories to the Retail Manager for yearly projection. * Sets Concepts sales plans in close co-ordination with Store Manager. * Act as store in-charge when store Mangers is on leave. * Developed Excellence in Sales training course. * Responsible for the concepts assigned in maintaining high standard of visual merchandising. * Visit our entire outlet, Carrefour hypermarket and Spinneys Supermarket to check the visual display and stock maintenance. * Train Staff on operational procedure, merchandising and selling techniques. * Reporting the stock level and other sales related things to Distribution dept. | | Nationality : Indian  Date of Birth : 05th April 1974  Marital Status : Married  Languages : English, Hindi, Kannada & Malayalam  **Visa Status** **: Employment (transferrable)** | |