**Mohd**



**Mohd.336431@2freemail.com**

**Profile Summary**

Excellent organizational and administration skills, with experience in dealing with customers and high level workloads within strict deadlines. Now looking to start a new challenging career, within a customer facing and administration position.

**Professional Experience**

**May 2011 till date Emirates Property Investment Co. Al Fahim - Officer Government Relations**

**2010 – 2011 Bon Ram General Contracting - Officer Government Relations**

**2008- 2010 Al Bateen General Contracting - Officer Government Relations**

**2007-2008 Link General Contracting - Officer Government Relations**

**2004-2006 Mile Stone General Contracting - Officer Government Relations**

**Key Task and Duties:**

**Municipality/ Town Planning (Abu Dhabi, Dubai, Sharjah , Alain)**

* Pays the fees for the governmental leasing agreement (Tawtheeq) on a daily basis to ensure that

tenants receive their leasing contracts on time.

* Prepares the requests for issuance of Title Deeds and Site Plans from the Municipality and pays the

fees receiving the documents as needed.

* Follows up in the case of any system blocks from the government solving any compliance issues

through relevant legal channels.

* Collects all government tenders and pays the relevant fees when requested.

**Water and Electricity Departments**

* Prepares the requests for all new water meters or electricity meters, pays the required fees and

follows up until they are installed in the property.

* Ensures that water and electricity are connected to the vacant units to facilitate maintenance work

and disconnects them after work is concluded.

* Revises and collects all inaccurate and undelivered bills and follows up with the respective

government department to correct it avoiding any unnecessary payments or disconnection of services.

**Police and Courts**

* Follows up with the police to resolve all violations to ensure no delays occur in operations.

Coordinates with the Legal Department all eviction cases and represents EPICO when the authorities

execute the eviction ensuring all documentation is signed and copies are filed.

**Others**

* Delivers and Collects all the Leasing Agreements with all Government departments and large

enterprises that lease properties from EPICO ensuring that they are signed and stamped.

* Follows up the collection of cheques from all Government departments and large enterprises in

coordination with the leasing team.

* Coordinates with the Finance department the payment of annual installments for various mortgage

payments through the Commercial Bank of Abu Dhabi, ensuring a copy of the agreement is returned

to finance after payment.

* Maintains internal files of all correspondence with the government pertaining to the Title Deeds and

Site Plans and other related correspondence.

* Expert in buying ,selling and mortage in All Municipalities (AbuDhabi,Dubai,Sharjah..Etc.
* Following up with Ministry of Urban Planning and exctract Construction Permits.
* Dealing with all Govermental issues (Municipalties,Abudhabi Distrubution Company,Murror,Courts,Immegration,Ministry of Labour,Daman and Abudhabi Disease Prevention & Screening Center.

**Education**

* High School (1992)
* MS Office
* Computer basic software

**Languages & Skills**

* Arabic (Native)
* English (Fluent)
* Excellent phone, Computer, internet and Oracle App skills
* Well organized with excellent follow-up and excellent coordination skills
* Oral and written communication skills
* Able to work independently and multi-tasking
* Familiar with commercial retail lease agreements
* Team player and team motivation skills
* Risk Management skills and good analytical and problem solving skills
* Adaptive and ability to work under pressure
* Time management and organization skills with good negotiation skills