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Tini

Abu Dhabi, United Arab Emirates

Email: tini.370264@2freemail.com



**Leasing Administrator**

***HR Generalist – Office Administrator –Specialty Leasing – Finance Assistant***

Admin professional and HR generalist educated in HR and admin with background of finance and with wide exposure in various administrative roles within region’s best known organizations. Well exposed in all aspects of Shopping Center leasing including property management, leasing, contract and other document writing, tenant coordination, tenant relations and all other admin duties and responsibilities. Working with such eminent organizations and industry leaders has provided me with the right knowledge, industry insights which add to my enthusiasm and urge to do more.

**PROFESSIONAL EXPERIENCE**

**ALDAR PJSC (Retail Division)** **Abu Dhabi, UAE**

**Lease Administrator** **Sep. 2014 to Present**

**Asset Management**

Directly reports to the Director of Leasing – ALDAR Retail Division

Manage Leasing Administration to ensure that requirements of various Leasing Managers are met and delivered of multiple projects primarily Al Jimi Mall and Yas Mall but also involved in other projects such as World Trade Center (Abu Dhabi), Shabhat Plaza etc.

Generating and publishing all issued documents with precision of all information in each documents such as Offer Letters, Lease Agreements, Lease Approval Forms, Surrender Approval Forms, Licenses, NTC’s and etc.

Kiosk and Specialty leasing management, promotional space leasing and branding leasing administration and document control.

Manages the Leasing Progress Weekly and Monthly Report

Manage Tawtheeq Tenancy Contract System

Manage ERP Property System by ensuring all information mentioned in each contracts or Lease Agreements are properly recorded/encoded in the system

Manage data entry and set up databases and other relevant data information



T I N I C V **2 0 1 6**

Take minutes of the Weekly Leasing Meeting with the Leasing director and other Leasing managers

In Charge of pulling all information together to create management month end report that is being submitted to the stakeholders

Communicates with Retailers and Prospective Tenants with regards to renewals, renewal negotiation, tenant liaison, legal document collection during leasing and renewals.

Created a database which acts as tracking sheet of all pertinent documents and record keeping of tenants files of the Leasing Administration Department

Assist in financial duties including collection of outstanding payments, rent invoicing, CAM charges and Chilled water charge invoicing, cheque collection and receipt generation

Tracking of all Lease Expiries and initiating the renewal process and also involve in rent and other charges negotiation and tenant management.

Well acquainted with all major leasing professionals of all the major retail groups in the region

Perform other duties and responsibilities as assigned by the Director of leasing

**CONTRACT RESOURCES LLC** **Abu Dhabi, UAE**

**Office Administrator** **April 2014 to Sep 2014**

*CONTRACT RESOURCES Abu Dhabi: Oil Field Services LLC Company undertakes specialized services to Oil & Gas Industry in the Middle East & Asia and various other parts of the world. It’s a MNC with Middle East head office at Abu Dhabi*

Administering incoming / outgoing calls, letters, Emails & faxes. Supervise both Business Center and Telephone Switchboard simultaneously

Assisting the 3 Regional Managers with executive secretarial support and assistance.

Ticketing and travel agency management for all company related travel in the region and abroad.

Collating all documents and coordinating with PRO on all required Visa Processing, insurances and other travel documentation.

Maintain effective documentation & filing, regularly review, update and ensure all documents can be readily retrieved.

Office admin activities like dispatch and tracking of LPOs, RFPs, invoices, balance sheets etc.

Assist Financial Controller and accounts team with preparation of documents.

Data entry for tendering processes and other related activities.



T I N I C V **2 0 1 6**

**NETPIPER.COM** **Dubai, UAE**

**HR and Admin Secretary** **Jan 2010 to May 2011**

*Marketing, brand management and direct marketing company, first in UAE to have introduced SMS marketing and Short Code campaigning and has the largest mobile numbers database. Major clientele include big names as Al Futtaim, Debenhams, UAE Exchange, Damas, IKON Advertising, Data Direct, Al Habtoor group, Gulf News etc…*

Time Office Management (Maintaining records of attendance, leave, maternity etc.)

Office admin activities like generation of LPOs, RFPs, invoices, balance sheets etc., follow Up on payments and cheque collection.

Maintaining Salary Sheet, payroll cycle & monthly salary processing

Preparation of Appointment Letter, Contracts, and other HR related correspondences.

Collating all documents and coordinating with PRO on staff Visa Processing

Administer incoming / outgoing mails, Emails & faxes.

Maintaining of Daily Bank Position with details of PDC’s and to keep track of the same on day to day basis

Assisting Accountant in Maintaining Proper P & L a/c & Balance sheet with details like provisions, prepaid expenses, depreciation of assets.

Assisting General Manager on the complete recruitments procedure

**Vinton Engineering Ltd.** **Ernakulam, India**

**Executive HR and Admin** **July 2009 to Dec 2009**

An engineering company with a proven track record of more than 40 years and staff strength of over 260 employees. Vinton Engineering has served well esteemed clients like Cochin refineries, Cochin Port Trust, Water Health International Inc. etc...

Arranging day to day manpower & manpower supply as per the production schedule & Coordinating with Labour contractors & their bills, invoice and payments

Looking after the insurance policies, such as Medi-claim, Personal Accident and Preparing, updating and maintaining MIS reports

Handling the complete payroll cycle for the temporary staff

Estimate, verify & finalize workforce as per need of various production units.

Releasing advertisement in the newspaper, posting job vacancies in the Recruitment Portals.

Writing interview summary forms, assessment & interview summary reports. Sourcing the resumes in existing database, conducting written test (Aptitude & Skill test), organizing & scheduling interviews, provide candidates by screening, interviewing & testing applicants for final selection by the division heads.



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Conduct TNI (Training Need Identification), prepare Quarterly Training Calendars.

Coordinating performance & appraisal of Employees on basis of responsibilities & achievements during the year as per KRAs.

Managing all Performance Appraisal procedure connected with confirmation/promotion/transfer letter etc.

**EDUCATION**

**Master of Business Administration in Human Resources, Manipal University 2009**

**Bachelor of Commerce(with Computer Application), Kerala University 2007**

**TRAININGS, WORKSHOPS & SEMINARS**

Effective Lease Administration Workshop - Oracle Property Systems – In-house Training Middle Management Workshop- Building High Performance Team

Customer Service Platform Training - ORACLE Training

**References:**

Glad to present right references upon request.

