I am writing to express my interest in securing an employment with your organization.

I come to you with a solid understanding of Leasing and Operations and Accounts. Reporting directly to Group General Manger of Damas Real Estate. I worked closely as a part of Management on Financial and Operational issues. As a highlight of my experience, responsible for Buying, Selling and Leasing the Residential and Commercial Units across UAE, My work required me to interface with key actors in every department of the company to maintain customer relations.

At this stage in my career I am ready to make the next leap. My background working in a Real Estate Company provided me with an insightful perspective on problems that companies encounter in their day to day operations. I ask for the opportunity to translate that experience into a work opportunity with you.

In that regard, I would appreciate the opportunity to meet with you to discuss my qualifications and the possibility of joining your organization. Please find enclosed my resume for your review. I look forward to hearing from you.

**Manoj**

Contact: C/o 971504973598 Email: [manoj.378135@2freemail.com](mailto:manoj.378135@2freemail.com) 

SALES & ACCOUNTS PROFESSIONAL

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| --- | --- |
| Career Objective  I seek to join a progressive organization that has the need for a strong team player with Sales, Accounts/Management background and offers opportunities for advancement  EDUCATION | |
| 2003-2005 | **Master’s in Business Administration (MBA**) from St Joseph’s College of Engineering, Chennai India (Affiliated to Anna University ,Chennai ,India) **graduated with First Class** |
| 2000-2003 | **Bachelor of Commerce (B.Com**) from K.G College ,Kerala India (Affiliated to M.G University ,Kerala India ) **graduated with First Class** |

PROFESSIONAL EXPERIENCE

1. DAMAS REAL ESTATE LLC - 2012 TILL DATE

A leading brand in the middle-east having different businesses comprising of Jewellery, Real Estate and Hospitality.

LEASING MANAGER

* Managing the Leasing Team and allocating tasks as per the daily requirements
* Worked in a target driven sales environment maximizing sales opportunities of DAMAS property assets to high net worth clients.
* Develop strategies to increase revenues and maintain occupancy of units
* Providing exceptional service to tenants, prospective tenants and the corporate management team.
* Responsible for keeping a high level of service that will benefit all concerned parties. Facilitating all aspects in the properties leasing process.
* Respecting the boundaries of confidentiality, fair housing laws, RERA guidelines and safety.
* Build awareness and knowledge of the property market

Play an active role in the functioning of smooth renewal

* Responsible for proper maintenance of all resident and property files.
* Efficient and timely processing of all required administrative forms, reports and related information.
* Courteous, efficient handling of resident grievances and complaints.
* Preparing and revising Leasing contracts for plots and commercial properties.
* Managing the Leasing of Commercial properties and plots.
* Developing new business, a sales and leasing leads.
* Assisting in Marketing related strategies and activities.
* Managing the sales & leasing process from start to finish, presenting products in a compelling way, overcoming objectives, building relationships.

1. DAMAS REAL ESTATE LLC - 2007 – 2012

Accounts Officer

* Processing payments to the Consultant, Contractors, Sub contractor and other Vendors.
* Issuing, authorizing & maintaining petty cash for the Department.
* Preparation of Reconciliation statements – Bank A/c, suppliers A/c and Inter Branch.
* Maintaining track of cheques issued Account (PDC)
* Maintaining Property wise Annual maintenance contracts.
* Property wise monthly allocation of maintenance expenses and prepaid expenses.
* Comparing actual Rental income with budgeted income.
* Assisting in the preparation of monthly financials, Budget, Income-Expense
* Maintaining track of stores issues and purchase
* Processing and approving LPOR’s for expenses of retail related divisions of the company by comparing the proposed expense with the budgets.
* Coordinating with banking department for funds for related parties
* Processing payments to the suppliers of services based on approved invoices and LPO’s.
* Analyzing expenditure in terms with previous spending and reporting for the review of the Top Management for all utility bills and repairs and maintenance expense
* Supervising and reconciling supplier’s and other bills payable accounts on a timely basis including correspondence and co-ordination with creditors

1. S.K.International, Dubai November-2006-June-2007

S.K International is Electronics and Home Appliances trading Company involved with re-exports to the CIS Market .They are dealing with several international brands like Toshiba, Pioneer G Hanz etc

* Preparation of Accounts and Financial Statements
* Handling journal and ledger books
* Monthly Re-Conciliation of accounts
* Preparation of cash flow statement
* Monitoring and Controlling of Inventory
* Preparation of all accounting vouchers and Invoices
* Verifying and monitoring debtors and creditors accounts
* Maintain the petty cash record
* Follow up for payments

1. UTI Bank, India (July 2005 – Oct 2006)

UTI Bank is a scheduled Commercial Bank with State of art technology promoted by Unit Trust of India. The largest Asset Management Company of Govt. of India. UTI Bank is a new generation bank operating on the high technology platform with large number of ATMs and branch network focused on both Corporate and retail banking in India.

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| Operations Executive with UTI Bank India   * General accounting of the branch, handling front office operations like transfers, DD’s,Outsation Cheques ,LIC Lodging and Realization * Processing of dividend warrants using ATPAR System * Cross selling of Mutual Funds and Insurance Polices * Analyze the stock market and suggest recommendation for different investment Avenues * Tracking the record of Clearing transactions using Finnacle System  |  |  | | --- | --- | |  |  |   PROJECT DETAILS    Yoha Securities Limited, Chennai, India  A Study on “Retail Investors Risk Appetite towards Equities and Mutual Fund” This project was conducted in order to find out the retail investors investment preference Towards Equities and Mutual Fund and to analyze the risk appetite of retail investors. Assist the research analyze team for recommending scrip’s at regular intervals for clients  COMPUTER SKILLS   * Working Knowledge of Tally, Customized accounting software * High Proficiency in MS Office Application (Excel, Word, PowerPoint)  **PERSONAL DETAILS** Nationality : Indian  Date of Birth : 18th Jan 1982  Marital Status : Married  Linguistic Ability : English, Hindi, Malayalam, Tamil  Driving License : Dubai Driving License   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |