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|  | **ANSAR**  **Retail Leasing/Lease Professional** |
| **AREAS OF EXPERTISE**  Leasing / Lease Administration  Preparing Contracts/Lease Agreements  Excellent knowledge of Tawtheeq System  Knowledge of Yardi Voyager Software  Coordination with Local Govt. Authorities  Office manangement&HR Support  Report writing/Diary management  Legal research  Document management& verification  Staff Coordination    **ACADEMIC QUALIFICATION**  LLB (Bachelor of Law)  University of Bangalore  **PERSONAL SKILLS**  Team Leader  Client relationship  Punctual  Committment  Integrity  **PERSONAL DETAILS**  **ANSAR**  **Email:** [**ansar.383252@2freemail.com**](mailto:ansar.383252@2freemail.com)  **Ajman, UAE**  Date of Birth : 17-04-1976  Nationality : Indian  Date of Expiry : 09-09-2024  Driving License: Valid UAE D/L  Visa Status : Residence  Marital Status : Married  Languages : English, Hindi & Malayalam  **REFERENCES:** Upon Request | **CAREER SUMMARY**  Highly efficient, motivated and enthusiastic **Retail Leasing Professional with** experience of working as part of a shopping mall development & management team in a busy office atmosphere. Extensive experience & knowledge of leasing,laws, court procedures & government regulations. Well-organized and proactive in providing timely, efficient and accurate administrative and legal support to office top officials and working colleagues. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative & legal activities.  Now looking forward to making a significant contribution in a company that offers &encourage growth.  **WORK EXPERIENCE**  **Global City Exhibition Organizing LLC**  **Leasing Manager- Retail**  **Abu Dhabi (FEB 2016- Nov 2017)**  Global City Exhibition Organizing LLC, is a property  development and management company based in the UAE.  **Global Outlet Mall** is a prestigious & Iconic Mall in Abu Dhabi,  Shahama. It spread with two phases and have close to 150  shops.  Roles & Responsibilities   * Locate, identify and evaluate potentialleasing tenants and other income sources for the mall in both common area and in-line vacancies. * Identify and develop new leasable locations in the common area. * Negotiate Lease Agreements, submit tenant information, terms, locations, and use clause for approval. * Preparing the Leasing Budget. * Ensure maximum occupancy and minimum downtime occurance. * Submit regular weekly reports to identify deal making, forecasting, revenue goal achievement and other program implementation status and verifying the leasing reports. * Negotiate and finalize the Contractual terms and conditions with Retailers/Tenants. * Monitor rent collection, income transmittals, sales reporting and the accurate processing of Lease Agreements, MOU and offer letters. * Formalizing the tenant mix and categorize per floor. * Drive business development to acquire new clients. * Leading the Leasing team. * Monthly review of the business/sales performance of each retailer, highlighting poor performers and flagging any risks. * Coordinate with project managers for the projects and   Tenant coordination with technical team.   * Involved in project planning and feasibility for new   projects for the group.  [**DeerfieldsTownsquare Shopping Centre**](http://www.deerfieldstownsquare.com/)  **Retail Leasing Administrator, Shahama, Abu Dhabi Dubai Road. Abu Dhabi. (JAN 2015-JULY 2015)**  DeerfieldsTownsquare has been designed to combine & integrate both indoor & outdoor family leisure and entertainment spaces.  Roles & Responsibilities:   * Prepare drafts and final Proposals, lease agreements and amendments and deeds for checking. * Negotiate and finalize the Contractual terms and conditions with Retailers/Tenants. * Preparing legal letters for the defaulting Tenants * Manage the real estate software (Tawtheeq) under the govt. authorities and issue attested contracts. * Ensure timely issuing of lease renewal offers and follow up. * Maintain the database of Tenants; abstracts and rent control sheet of Leases. * Verify and finalize signed agreements, MOUs and other third party Contracts. * Help Finance/Accounts to track and collect rent receivables. * Providing inputs to other departments and receiving output from related departments in respect to leasing. * Prepare and collate reports as and when required by Leasing Head. * Meeting with clients as per the instruction from the Leasing Head. * Time to time Lease Agreement review, as per the interest of DTS.   **Line Investments & Property LLC** (LULU GROUP INTERNATIONAL), **ABU DHABI**  **LEASING ADMINISTRATION MANAGER**  **(August 2006- April 2014)**  (Line Investment &Property is a Shopping MallDevelopment and Management offshoot of Abu Dhabi which continuously reinvents the retail landscape with an impressive line-up of iconic malls in the Middle East & India. LIP portfolio consists of cutting-edge projects that include Khalidiyah Mall, Al Wahda Mall, MadinatZayed Shopping Center, Mushrif Mall, Al Raha Mall, Mazyed Mall, Al Foah Mall, RAK Mall, Ruwais Mall, Lulu Mall Fujairah, Lulu Mall Cochin, Riyadh Avenue Mall Etc.)  Roles & Responsibilities:   * Retail Leasing,Leasing Coordination & Specialty leasing * Negotiate and finalize the Contractual terms and conditions with Retailers/Tenants * Manage the real estate software (Tawtheeq) under the govt. authorities and issue attested contracts * Well versed in dealing with municipality & other government authorities * Verification & approval of Lease agreements &service contracts * Supervising the administrative staff and works, including Receipt & Dispatch functions, maintenance of records, Files & document control. * Preparing legal letters for the defaulting Tenants * Involved in cases of litigation, arbitration and regulatory investigations and filing cases through the Advocates. * Observation / findings of Legal comments from the tenants and address as deemed appropriate. * Meeting with Advocates for legal litigations Providing paralegal support to the Advocates * Verification of legal draft from the Advocate’s office and finalizing the same. * Preparation/verification of Power of Attorney & legal documents * Coordinating and arranging meetings and diary schedule with tenants |