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|  | Anotida  |  |
|  | Property Manager |  |  |
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| NATIONALITY | Zimbabwean |  |  |  |

01 PROFILE

I am a versatile and accomplished Real Estate Professional with ample experience in Property & Facilities Management. I have proven expertise in managing facilities management and maintenance operations in a wide range of real estate platforms. My background spans over 6 years of diversified experience in managing Office, residential, commercial and retail property.I am passionate about corporate strategy alignment and workplace management through the exhibition of a strong and proactive approach to sustaining and improving employee productivity and encouraging safe work environments and a well demonstrated capacity to streamline property and facilities management operations

02 EMPLOYMENT HISTORY

Jun 2017 — Oct 2020

Harare, Zimbabwe

Property & Facilities Manager

* Planning, implementing, controlling and coordinating Real Estate activities in the region to optimize on property returns within the confines of the property management policy guideline.
* Developing comprehensive Real Estate management plans, strategies and objectives to ensure smooth operations of the Regional Real Estate functions
* Negotiating and implementing property /premises and for land lease agreements with tenants in accordance with laid down policies.
* Initiating and implementing sustainable and periodic rent reviews in line with set policy guidelines and supervisor’s approval.
* Monitor and manage building services such as tenant parking space allocation, waste disposal services, building security
* Improving space utilization by identifying idle and unused spaces and putting them to optimum use.
* Develop and maintain close working relations with tenants to facilitate the flow of information and ensure that tenant maintenance requirements are managed proactively and effectively.

Apr 2016 — May 2017

Johannesburg, South Africa

Aug 2014 — Sep 2015

Harare, Zimbabwe

* Develop and communicate facilities management “Best Practice” and continue to look for new initiatives and changes to develop the business, protect the asset and optimize building operating costs.
* Manage all utilities services, such as electricity, insurance, security and water, in order to ensure quality of service, cost-optimization and best practice implementation.
* Managing Industrial Warehouses to ensure compliance with NSSA Inspectorate, TIMB and City of Harare Health & Safety Inspectorate.
* Manage all utilities services, such as electricity, insurance, security and water, in order to ensure quality of service, cost-optimization and best practice implementation.
* ·Manage contractor Service level agreements in line with procurement policies and industry standards.



Commercial Property Manager at Crusader Real Estate Consultancy

* Establish and implement an existing preventive maintenance schedule for all equipment and building systems that are the Owner’s responsibility to maintain
* Initiate preventive maintenance programs and surveys for all roofs and parking lots.
* Establish and implement housekeeping programs to upgrade common areas both interior and exterior.
* Supervise all vendors related to maintenance and housekeeping personnel
* Attend to the maintenance supervision of all ordinary and extraordinary repairs and alterations.
* Analyze periodically all service contracts to determine if alternative contractors would be more cost-effective.
* Collect all rents, other charges and miscellaneous income.
* Review all existing leases and prepare current lease abstracts.
* Provide the following monthly financial reports:
* Collections, billings made during the month with sources of income identified;
* Detailed expense ledger including Current Rent Roll, Tenant Sales Information, Bank Statements and Bank Reconciliation Reports
* Obtain, verify and pay real estate and personal property tax, improvement assessments, and other like charges as directed by Owner, and pay amounts due under service contracts.
* Prepare present tenant analysis in regard to productivity, effective rent per square foot, and compatibility with shopping center’s market position.
* Make all mortgage, ground lease and promissory note payments and comply with mortgage documents as directed by Owner.
* Review real estate tax bills and assessments as directed by Owner, protest when required by Owner, and employ a real estate tax consultant if necessary, as approved by Owner at Owner’s expense.
* Use diligent efforts to enforce leases in accordance with their terms and notify Owner when it becomes aware of any default under any lease.

Property Administrator at Zimre Property Investments

* Carrying out periodic inspections of leased premises and establishing Property Management Plans policies, procedures and operations for each subject property.
* Effective up-keep of a tenants database and coordinating database entries of all property information
* Conducting monthly rental billing and rental collections
* Administering tenant occupancy including insurance requirements, rent collection, emergency contacts and maintenance request procedures.
* Conducting periodic inspections of property and tenant spaces to ensure compliance with leases and the proper upkeep of the property
* Preparing property dilapidation reports for different properties

03 EDUCATION

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| Jan 2005 — Dec 2008 |  College |  |  |  |  |  |  |  |  |  |  |  |  |
| Harare, Zimbabwe | Cambridge IGCSE Certificate |  |  |  |  |  |  |  |  |  |  |  |  |
| Aug 2011 — Jun 2015 | University Of Zimbabwe |  |  |  |  |  |  |  |  |  |  |  |  |
| Harare, Zimbabwe | BSc Real Estate Management |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 2.1 Degree Class |  |  |  |  |  |  |  |  |  |  |  |  |
| Jan 2020 — Nov 2021 | Leeds Beckett University |  |  |  |  |  |  |  |  |  |  |  |  |
|  | MSc Building Services Engineering |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Incomplete |  |  |  |  |  |  |  |  |  |  |  |  |
| 04 SKILLS | Microsoft Office |  |  |  |  |  |  |  |  |  |  | Building Services |  |  |  |  |  |  |  |  |  |  |  |
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|  | Customer Service |  |  |  |  |  |  |  |  |  |  | Management |  |
|  |  |  |  |  |  |  |  |  |  |  | Lease Administration |  |  |  |  |  |  |  |  |  |  |  |
|  | Property Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | Energy Management |  |  |  |  |  |  |  |  |  |  |  |
|  | Facilities Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | Space Management |  |  |  |  |  |  |  |  |  |  |  |
| 05 COURSES | Health & Safety |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Jun 2020 — Nov 2020 | Fundamentals of Digital Marketing at Google |  |
| Nov 2020 — Nov 2020 | Environmental Practitioner at Environmental Management |  |
|  | Authority |  |  |  |  |  |  |  |  |  |  |  |  |
| Jun 2020 — May 2020 | Certified Facilities Professional at South African Facilities |  |
|  | Management Association |  |  |  |  |  |  |  |  |  |  |  |  |

06 HOBBIES Hiking, Basketball,Landscaping & Interior Design, Gardening

07 INTERNSHIPS

Nov 2012 — Jun 2013

Intern - Commercial Broker at Keller Wlliams Realty

Johannesburg, South Africa

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WhatsApp: +971504973598

Reference

Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com Feedback@gulfjobseeker.com

View Video CV of candidates available on YouTube Channel

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA/>

Chat with us Live on Zoom

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

Click to view and download CVs of Recommended Candidates available in UAE

 <http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>