**JANE MASCARENHAS**

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**About Myself –**

Hardworking and willing to take a risk, a quick decision thinker and A confident and independent person having worked as an **Administrative Executive** with 11 years of practical hands-on experience in setting up and Managing a Real Estate office. I possess excellent written, well spoken, good communication and interpersonal skills, I am willing to handle any challenging position and utilize my skills to learn and work for the organization.

My job has also helped me obtain a hands-on practical experience in MEP Services and facilities Management.

**Education**

Master’s in commerce – Accounts, Business & Statistics

Mount Carmel College, Bangalore University.

**Work Experience**

* **AL NASR BUILDINGS, OUD METHA, DUBAI**

**Administrative Executive - August 2009 to September 2020**

Overseeing the overall operations of Residential & Commercial units consisting of 420 units – Commercial Offices, Shops and Residential Apartments.

**Responsibilities**

* Carrying out of daily routine secretarial & operational functions, maintaining of proper documents and Records, minutes of meetings,
* Renewal of existing lease contracts on the due date and follow up with the Tenant in case of delay.
* Negotiating with the Tenant and Landlord regarding the renewal rates.
* Co-ordinating with Real Estate agents and Companies to obtain Tenants for vacant units.
* Handling of day-to-day operations, finalizing of Maintenance Contracts with Contractors, preparing Tenancy Contracts, coordinating with real estate agents to enable renting of vacant units.
* Communicating with Tenants regarding maintenance or any other issues that need to be resolved.
* Co-ordinating with the Legal Department to file case for non-payment of Rent by Tenants.
* Preparing of account statements for Rents collected and pending Rents.
* Preparing of VAT invoices for Commercial Units and collection of VAT from Tenants
* Obtaining Quotations from Maintenance companies for maintenance works for approval by the Landlord.
* Finalizing of Annual Maintenance Contracts with the Landlord and Service Providers.
* Verification of Jobs carried out by the Maintenance Companies.
* Preparation of Payments to Service Providers and Utility companies for Landlords Signature.
* Preparation of Ejari Contracts and Registration of Ejari Contracts.
* Ensuring that Tenants complaints are attended by the Appointed Maintenance Company.
	+ Informing the Landlord of any problems that needs his assistance.
* **AL NASR BUILDINGS - ACCOUNTS in charge –**

**August 2009 to September 2016**

**Responsibilities**

Maintaining books of Accounts and statements for all residential tenants, Commercial Offices and Shops.

Collection of Cheques as per the Tenancy value.

For Offices and Shops – Calculation of VAT payment and collection of Cheques, VAT Certificate.

Verifying books of accounts for rental payment with the bank records.

Verification of jobs against the INVOICES & Bills submitted for payment.

Preparation of payments cheques for the jobs done in the buildings.

* **OSOOL FINANCE, SHARJAH**

**Operations Supervisor -2001 to July 2003**

* Responsible for the teller counter and providing Customer Service.
* Responsible for all Counter Transactions and uploading transactions at the end of the day in the Master File.
* Selling of Company Products like Car Loans and Personal Loans.
* Responsible for Maintaining records of daily cash flow from Teller counter and Verifying the same.
* Responsible for Tallying of accounts
* Responsible for sorting out ATM Transactions.

* **MASHREQ BANK, DUBAI**

**Bank Teller and Counter-in-charge. - May 1999 to October 2001**

**Responsibilities**

* Managing the Teller Counter and handled cash transactions independently.
* Verification of Cash Collections and Tally of daily transactions.
* Collection of Cash & Cheques deposited in the ATM – uploading of cash transactions and verification of transactions.
* Promoted to the Commercial branch in Souq AL Kabeer to handle commercial customers.
* **ACER COMPUTERS M.E**

**CUSTOMER SERVICE REPRESENTATIVE** –

**August 1995 to February 1999.**

* Responsible for after sales service and repairs.
* Worked closely with the service department and the consumer to provide the best service for a chosen product.
* Follow up on after sales service.

 **Skills & knowledge**

* Good administrator and leadership qualities.
* Can Work independently and in organized manner.
* I Have good communication skills and can co-ordinate with different departments.
* Honest and responsible.
* Can build good customer relation.
* Great with Time Management