



MOHAMED ABDELNABY AHMED

Senior Leasing Administrator

CONTACT DETAILS



+971 58 995 1225



M.abdelnabi.Ahmed@gmail.com

December 27, 1983

PERSONAL INFORMATION



December 27, 1983



Egyptian



Tourist Visa



Dubai, UAE

PERSONAL STATEMENT

I am an experienced Senior Lease Contract Administrator with vast knowledge in real estate transactions, negotiations, and processes. Having been in the real estate industry for years now, I have acquired sufficient and dependable knowledge in marketing properties. If given the opportunity, my goal is to triple the company's Return of Investment by conducting massive advertisement of the company's properties. I will also conceptualize practical, yet effective marketing plans that will make the company's own globally known.

SKILLS AND COMPETENCIES

- Good knowledge of real estate laws and procedures
- Wide knowledge of people management procedures
- Familiarity with marketing techniques
- Ability to convince customers to rent properties
- Ability to develop good relationships with prospective customers

WORK EXPERIENCE

Leasing Administrator

Mulan Capital Real estate | Nov 2021 Dubai, UAE

- Ensure the property is ready for viewings and always occupied.
- Follow department procedures to prompt inspections, organizing timely maintenance/renovations, following/overseeing cleanliness of property(Move In & Move Out).
- Prepare tenancy contracts & documents for all leases.
- Collect payments and generate receipts for all leases.
- Liaise with accounts department to process security deposit refunds for tenants.
- Develop effective long term working relationship with Clients.
- Conducting any communication with landlords, tenants, clients, and our Company staff in a professional and courteous manner.

Senior Leasing Administrator

Economic Group Company | August 2015 –Sep 2021
Doha, Qatar

- Obtain agreements from property owners to place properties for rent with our firm (As Investor – Re-Rent).
- Generate lists of properties for rent, their locations, descriptions, available financing options.
- Monitor competition by gathering current gathering marketplace information and Promote sales and rent through advertisements.
- Operate real estate offices, handling associated business details such as negotiation, issue contracts, receive cheques.
- Monitor lease expiry & preparation of renewal offers, maintain inventory by Using real estate CRM and Keeps tenants files and system update .
- Resolves customer complaints by investigating problems and developing solutions.
- Follow-up tenants who want to evacuate the units with the completion of exit procedures to the fullest .
- Oversee operations, maintenance, and administration, of commercial and residential properties
- Keeps management informed by submitting activity and results reports, such as Weekly and monthly reports.
- Coordinate with the Leasing Team & maintenance, Finance, depts for fees. (Move in & Move out Procedures).

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Dubai, UAE

EDUCATION

Licentiate of Law

Alexandria University | 2007

SPECIAL COURSES

Alexandria Bibliotheca

(Cambridge Training College Britain)

- Business Administration

International Transport Research Center

- ISM Code

International Trade Institute

- International Shipping Specialist

Accademiaitalic

- Italian Course

Industrial Training Council

- Customer Services
- Chartering Course

European Egyptian Center

- Upper Intermediate English
- Chartering Course
- Business English

New Horizons Center

- ICDL
- Human Resources & Personnel Course

Amideast Center

- General English
- Business English
- Conversation (English)

WORK EXPERIENCE

Leasing Administrator

El-Heba for Trading | July 2014–August 2015

Alexandria, Egypt

- Sell, for a fee, real estate owned by others & operate real estate office, handling associated business details
- Obtain agreements from property owners to place properties for sale with real estate firms
- Act as an intermediary in negotiations between buyers and sellers over property prices and settlement details and during the closing of sales.
- Generate lists of properties for sale, their locations, descriptions, and available financing options.

Human Resources Specialist & Assistant Crew Manager

United Group Enterprises for Marine & Petroleum Services S.A.E | May 2010 – June 2014

Alexandria, Egypt

- Preparing and issuing crew & employment contracts align with finance & HR & Marine Managers.
- Handle VSL Crew needs (visas, tickets, hotels salary, benefits, bank account, accommodation, contracts, insurance, STCW Certificates, safety, etc.) Sign On/ Off (Own Database).
- Liaise with company agents and Marine Operations Manager for crew change arrangement.
- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions.
- Ensure having organized documentation for all & Vsl Crew matters in compliance with ISO/ISM /HR Requirements.
- Updating both manual and electronic personnel records(Database) when employee's or crew details change in compliance with ISO/ISM / HR requirements
- Monitor of documents and licenses validity for Employees & Crew documents against company requirement (STCW).