



ADITHYA RAVIKUMAR

LEASING COORDINATOR

CONTACT

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SKILLS

Property Management

Customer Service

Lease Agreements

Tenant Relations

Communication

Attention to detail

Administrative Support

Facility Maintenance

Compliance Ensurance

Rent Roll Management

Project Coordination

APPLICATIONS

Microsoft Excel

Microsoft Outlook

Microsoft Word

Microsoft Powerpoint

Sharepoint

SUMMARY

Detail-oriented and performance driven Leasing Coordinator with 5 years of property management experience with excellent communicatin skills and expertised at managing the whole leasing process ,handling the financial transactions and having a positive mindset to grow healthy relationships with clients and colleagues at all organizational levels.

EXPERIENCE

Property Coordinator

Jul 2022 - Present

Palmon Group

- Responsible for handling a tenant mix of warehouses(Main land,JAFZA,DWC,Technopark),commercial offices,residential units and labor camps in DIP.
- Manages the process of negotiating leases,rental terms,preparing lease addendums,tenancy contracts,evaluation of available properties to optimize the business performance.
- Sending the renewal notices as per RERA rules prior to the expiry of contracts.
- Responsible for collecting the rent payments and other administrative charges.
- Follow up outstanding payments and liase with the finance team and thus upholding accurate financial record keeping.
- Coordinate with legal team for the default payments,cheque bounces and eviction procedures.
- Acts as tenant's first point of contact for addressing the maintenance complaints and coordinating with facility management team to resolve the issues.
- Coordinante with DIP park authority for the labor camp related queries and sublease payments.
- Coordinate with building management /Owners association team for the work permits and NOC requests.
- Maintain master log report on financial performance weekly and sending group occupancy and availability report to the property manager.

Leasing Coordinator

Apr 2020 - May 2022

Deira Orient Real Estate Est.(Bin Shafar Holding Co.LLC)

- Specialized in leasing of residential,commercial units and villas
- Manages all activities including attracting new tenants,vetting prospective clients,rental negotiations and the development of attractive leasing packages.
- Attending tenant's maintenance requests and other leasing related queries
- Monitor renewals of existing tenant's in accordance with company rules and procedures.
- Drafting tenancy contracts,preparing Ejari,renewal agreements,move -in/out requests.
- Heading on legal issues related to rental dispute center,cheque bounce cases etc with concerned Government entities.
- Assist the clients in getting DEWA/EMPOWER/Central gas connections
- Provide support to all real estate related activities for multiple projects.

Maintenance Coordinantor

Apr 2018 - Apr 2020

Deira Orient Real Estate Est.(Bin Shafar Holding Co.LLC)

- Handling administrative requests,daily queries related to maintenance and making arrangements for proper fixes.
- Manages a team of maintenance technicians and ensuring that are adequately trained and equipped.
- Responding to client's maintenance requests and forwarding them to corresponding team.

Happy Tenant

Asana

DLD REST Application

Ejari

Noqodi

LANGUAGES

English

Malayalam

Hindi

- Inventory management and making quotations,invoices and payment followups.
- Liasing with suppliers,clients through emails and calls.
- Maintaining customer database and act as the point of contact for internal and external clients.

ERP(ODOO) Sales Representative

Nov 2016 - Feb 2017

Trivatech IT Solutions Co.LLC

- Works with sales manager to develop and execute programs to drive pipeline and close deals.
- Pitch Odoos management software to SME's who are unsatisfied with their current tools.
- Provide customers with a tailor made demonstration of the software.
- Prospect new opportunities through networking,cold calling and other lead generation techniques.

ACHIEVEMENTS

DLD RERA Market Place Evaluation

Mar 2022

Active Participant

- Participated in DLD-RERA real estate market place discussion conducted by KPMG Lower Gulf Limited

Persona Enhancement Workshop

Feb 2016

Team Lead

- Received champion award for displaying exemplary team spirit and succeeding in making the team champion in persona enhancement workshop.
- Participant in the Drwam-Big workshop on creative innovations among students.

University Tech Fest (2015-2016)

University Tech Fest Organizer

Collegae Senate Election (2015-2016)

Branch Senate Member

EDUCATION

Bachelor of Science &Technology In Computer Science

Jun 2012 - May 2016

Vidya Academy of Science&Technology - University of Calicut

- CGPA : 7