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# SALEEM BRAKAT

Leasing Administrator | Associate Property Manager

+971 50144 5113

saleembarakat321@gmail.com

Jumeirah 1, Dubai, UAE

## ABOUT ME

I am a Dedicated, Experienced & Accomplished Professional who possess Excellent communication skills with Over 5 years of proven work experience in Client handling Services. Capability to develop Excellent work Strategies, Exposure of handling a wide spectrum of clients, Marketing of various financial products & services, A winning record in consistently meeting & exceeding targets.

## CAREER OBJECTIVE

To work in a Competitive and Challenging working environment to contribute the best of my Abilities towards the Growth and Development of futuristic Company. To utilize my Interpersonal, Academic skills and extend my knowledge about Marketing & Sales.

## EDUCATION

- **DEGREE // MAJOR SUBJECT**  
● Bachelors' of Arts (B.A) Through correspondence, Government Degree College Kashmir (A.K) Pakistan.
- **SECONDARY SCHOOL**  
● Passed secondary school examination from pilot high school (A.K) Pakistan.

## DIPLOMA'S

- Certificate in PSA Management
- Certificate in Customer Service Skill
- Career Educational Institute Dubai
- Emirates Aviation College Dubai U.A.E
- Certificate in Ms Office
- Atlas Educational Institute Dubai U.A.E

## WORK EXPERIENCE

2008 - 2010

● DUBAI - UAE

### DUBAI HEALTHCARE CITY

#### Administrative Assistant

- Follows all company standards and procedure relating to all aspects of office, HR and training performance
- Maintains training records, enrolls colleagues in the Learning Management System
- Prepares monthly and month end reports
- Creates Excel dashboards
- Prepares and creates correspondences, answers queries/emails
- Creates, updates and releases the monthly training calendar
- Point of contact for any training related queries
- Coaches and assists other colleagues with their respective reports in their department
- Answers phone calls in a professional manner and based on standard etiquette

2011-2015

● DUBAI - UAE

### DNATA / Emirates Airlines

#### Customer Service Assistant

- Plan and act according to the briefing received from the Supervisor or Airline on various functions to be performed as per the required procedures for handling specific flights.
- Ensure that the equipment at the designated work area (Check-in / Boarding Gates) are functional before starting the flights and any faults are reported promptly.
- Maintain safety and security by consistently applying the Company's Safety Policy and Security Standards while executing duties.

2015-2018

● DUBAI - UAE

### AL GHURAIR INVESTMENT

#### Leasing Administrator

I have worked as Leasing administration and accounts (Receivables). specialized in handling commercial as well as residential assets of the group which include Offices, Retail Shops, Warehouses and Staff Accommodation, Villas, Apartments. include preparing renewal letters as per RERA index, Follow up for lease agreement renewals in timely manner, Preparing Ejari contracts, Handling Tenant queries on renewal of lease agreement, Coordinating with Tenants on rental negotiation, Following for the Rental payment/outstanding Dues, validating Tenant documents, preparing lease agreement, Preparing pre-vacating statement, Preparing new contracts, Invoicing, premature termination procedures, Tenant final settlement.

## EXPERTISE

- Leasing Residential flats, Commercial offices, shops, villas and warehouses
- Receive clients calls and entertains them for property related quires
- Prepares tenancy contracts and EJARI contracts
- Follow-up payments for rent either thru checks or cash
- Keeping track of cheques bounces
- Sending renewal notices to existing tenants
- Manages all types of property maintenance work with electrical, plumbing and carpentry
- Preparing internal job orders for maintenance team
- Checking Building status
- Looking into DEWA issues
- Providing better maintenance services to Tenant
- Coordinate with all internal departments accounts and operations

## INTERESTS

- Travelling
- Music
- Videogames
- Books
- Driving

2019-2021

📍 DUBAI - UAE

### Dubai Developments

#### Leasing Administrator

DIRE leasing properties located in DIFC at front of Dubai mall  
Manage YARDI software syetem related to leasing division  
Handle maintenance requests Liaison between head office and tenant with Keeps the track record of payments to be transferred to the head office/ land lord  
Allocating agents to view the available units to the rent Preparing tenancy contract for residential .  
The properties owned by H.H Sheikh Hamdan bin Rashid Al Maktoum.

2021-Present

📍 DUBAI - UAE

### Al Habtoor Group

#### Associate Property Manager / Community Manager

##### MAJOR DUTIES AND RESPONSIBILITIES:

1. Oversee residential lease-up, construction timelines, and drive leasing efforts to reach stabilization
2. Physical inspections of the property to ensure curb appeal and marketability
3. Manage office and maintenance staff
4. Review and approve or decline applications
5. Address Resident concerns, complaints and issues
6. Assist with prospects and leasing duties as needed
7. Review and brainstorm for marketing strategies
8. Complete reports per monthly calendar
9. Focus on economic occupancy & minimizing concessions
10. Ensure that prospect follow up is being done daily
11. Maintain compliance with local, state, and federal Fair Housing laws, other associated laws pertaining to Multifamily housing
12. Maintain a high occupancy level and tenant retention after the lease-up period
13. Report all to the direct Developer Head Office.

## LANGUAGES & ACQUAINTANCE

English	Fluent in Spoken and Written
Arabic	Fluent in Spoken and Written
Persian & Urdu	Fluent in Spoken and Written
Operating Sys	Window 8, 2000, 98, 95
Tool	MS Word, MS Excel, MS Outlook

## PERSONAL INFORMATION

D.O.B	Mar.01.1978
Nationality	Pakistani
Gender	Male
Marital Status	Married
Visa Status	Employment Visa
License	Holding a valid U.A.E Driving License since 2007