

ASIF ZAMAN

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Senior Administrator: Retail & Residential Leasing

Experienced administrator with a demonstrated history of working in the Retail and Residential Leasing. Skilled in administration, negotiation, budgeting, analytical, retail and residential. Qualified administrator professional experience in reputed organizations Al Futtaim and Meraas

Key Skills

Retail Leasing

Administration of Retail Leasing from Lead to Deal. Lease preparation and renewals. Strategy, policy and procedure, KPI setting for Admin team.

Residential Leasing

Residential revenue forecasting and budgeting. Consolidated leasing reporting and analytics.

Soft Skill

Ability to create system oriented environment. Coaching and team building training and development in CRM, Voyager Yardi and SAP

Professional Experience

Sr. Administrator – Retail Leasing (July 2013 to date) - Meraas Holding

Portfolio Citywalk, La Mer, Bluewaters, Boxpark, The Beach, The Outlet Village, Al Seef, Al Khawaneej Walk

ميراس MERAAS

Meraas is a privately held holding company headquartered in Dubai with operations and assets in the UAE. Since its founding in 2007 the Dubai-based conglomerate has launched several projects in multiple sectors including real estate, retail, hospitality, food and beverage, leisure and entertainment and healthcare. The Meraas real estate portfolio comprises property development sales and asset management across Dubai. Projects include Port de La Mer, Central Park at City Walk, Cherrywoods, Bluewaters Residences, Bvlgari Residences, Nikki Beach Residences and Villa Amalfi.

The Ain Dubai is located on the Bluewaters island destination. The structure is set to be tallest observation wheel once completed. In 2019 Meraas launched its latest destination, Dubai Harbour. When complete, the development will become the Middle East's first yachting community hub and the largest marina in the Middle East and North Africa

Key Responsibilities:

- To prepare proposals and tenancy agreements for new leases and prepare tenancy agreement for renewals.
- To liaise with the tenant and obtain all the documentation, internal approvals as per approved P&P and DOA and update the leasing system. To complete the checklist and circulate the documents for approvals prior to signing the lease agreement.
- To check RERA indicator rate and analyze of renewal rates for neighboring properties.
- Maintaining hard copy of tenant files and e- files of all leases on the shared drive.
- To review and manage lease documents, including commercial terms and conditions.
- To provide support to all tenants regarding and ensure that all tenancy issues relating to operations are addressed effectively and efficiently and tenant requests such as letter requests, general queries are resolved.
- To provide constant assistance for corporate leases entering the required details in leasing system.
- To update the leases on Ejari.
- To ensure operational support to Asset Management team for all operational activities.
- Researching for worldwide concepts that are new, or performing well and collating a summary on each, such as; design, menu, services, etc.
- Gathering and analyzing market data by using various methods such as social media, telephone, direct mail or face to face customer studies.
- Dealing with incoming enquiries, logging all in the system and maintaining organization of the database to ensure a timely response to each prospect.
- Coordinating fit out process between the tenants and the RDD team (issuing notification form and coordinating the kick off meeting).
- Completing the transaction and ensuring that it is archived in the system.
- Market research in terms of current demand, customer preference, types, size, and location of the properties. Including organizing site visits and information correlation.
- Preparing a target list of prospective tenants, local and international, suitable for the type of properties available for leasing. Assists in preparing company profiles and information correlation. Keeping track of concepts data base.
- Yardi System: Being a key person responsible for all issues related to the Yardi system operations, enhancement, re-development, system health check, add functions as per new requirement with the help of IT and Yardi team.
- Giving training to new joiners to operate Yardi system.
- Helping Lease Admin team on issues related to Yardi on daily basis.
- Retrieve and consolidated reports from Yardi system.
- CRM System: Handling and keep updating database of all Retail leasing enquires received from customer service team.

- Responsible to train new joiners and keep the CRM system updated with new requirements with the help of IT and CRM team.
- Keep close coordination with customer service team.
- Maintain and updating Concept profiles database.
- Master Floorplans: Responsible to maintain and update floorplans for all projects with leasing status and keep the hard copies in the file and save the soft version in the system.

Residential Leasing & Sale Administrator (July 2009 – July 2013) - Al Futtaim Group Real Estate

Portfolio Al Badia Residence, Hillside Residence, Marsa Residence in Dubai Festival City



Al-Futtaim Group Real Estate (AFGRE) The real estate development and operations arm of Al-Futtaim, Al-Futtaim Group Real Estate is responsible for the origination, conception, development, sales, procurement and construction of mega projects and the leasing and operation of these projects after completion. Al-Futtaim Group Real Estate develops and operates an extensive portfolio of individual corporate real estate and investment assets across the Middle East and North Africa region. The current flagship mixed-use urban communities under the Festival City brand are Dubai Festival City, Cairo Festival City and Doha Festival City.

Key Responsibilities:

- Monthly Management Reports
- Master Data Base/Tenancy Schedule
- SAP REFX - SAP Business Object
- LPOs - Accruals
- EJARI Registration
- Annual Audit
- Annual/Quarterly Residential Leasing Revenue Budget/Forecast

Retail Leasing Administrator (2007 – 2009) – Dubai Festival City

Portfolio Festival City Mall



A modern business and entertainment area, Dubai Festival City centers on a massive mall of the same name, home to international fashion and furniture brands, global food courts and a cinema complex. Upmarket hotels on Dubai Creek host major conferences, and have stylish European restaurants with city skyline views. The annual Festival of Literature is popular for workshops and poetry readings.

Key Responsibilities:

- Preparing Proposals and Lease Agreements and Lease renewals
- Collecting tenants Documentation and rental PDCs.
- Executing Lease Agreements
- Maintaining the Files
- Enter lease info and commercials in SAP REFX
- Monthly Leasing Reporting
- Documents tracking
- Updated Leases on Ejari

Admin Assistant (2003 – Sep 2007) – Al Futtaim Group – Corporate Head Office

Portfolio Al Futtaim Group of Companies



Established in the 1930s as a trading business, Al-Futtaim is one of the most progressive regional business houses headquartered in Dubai, United Arab Emirates. Al-Futtaim employs in excess of 42,000 people and operates in 29 countries through more than 200 companies. The group has significantly expanded its business operations through a strategic acquisition plan and has entered a number of new territories, increasing its footprint beyond the GCC and Greater Middle East to encompass, Asia and East Africa. Structured into four operational divisions; automotive, financial services, real estate and retail, the success of Al-Futtaim is attributed to proactively managing change whilst upholding the values of integrity, service and social responsibility. The majority of businesses, built on a portfolio of world leading brands, dominate their sector.

Key Responsibilities:

Shared Services Administration: Providing administrative assistance to the entire Al Futtaim Group of companies in the following areas.

- Arrangement of staff accommodation - Renewal tenancies of staff accommodation buildings - Registration of new trade license and renewal - Applying for DEWA, Etisalat connections - Registration/cancellation of pension scheme for the UAE national employees.

Education

- **Master in Information Technology**, Institute of Management & Information Science CECOS University Peshawar (2002)
- **Diploma in Hotel Operation & Management**: Cambridge Tutorial College UK (by Distance Learning System) (1999)

Technical Skills:

- Yardi Voyager System
- SAP REFX System
- Oracle
- Ejari (Retail & Residential)
- Microsoft Office Applications

Personal Details

- Nationality: Pakistani
- Date of Birth: 6 April 1975
- Marital Status: Married
- Hobbies and Interests: Travelling, Cricket and Volleyball
- Languages: English, Urdu & Arabic (Basic)