

# Basith Nizam



## Contact

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**Address:**

Musaffah - Abu Dhabi,  
UAE

## Personal Details

Passport No – V8346691

Gender - Male

Marital Status - Single

Nationality – Indian

Visa Status- Resident

Language Known – English, Hindi,

Tamil, Malayalam

Driving License – Valid License

DOB - 13-09-1994

## About Me

I would like to be an important part of growing organization where I can enhance my career and look forward for suitable and satisfactory mutual growth. Handling a wide range of responsibilities where my talent and knowledge will significantly contribute to the company's future growth.

## Core Skills

- Problem Solving
- Teamwork skills
- Sales Skills: Persuading People
- Ability to work under pressure
- People Oriented : Customer service skills
- Programming in computer Application
- Positive Attitude : Creating a positive work environment

## Experience

**PROPERTY MANAGER – 09/2022 to Present**

**MAK HOMES PROPERTY MANAGEMENT, Abu Dhabi.**



- Lease negotiations, preparation of tenancy agreements for new leases and renewals.
- Managing Front office and Facility Management staff ensuring operations run smoothly.
- Handling Sales and attending calls of leads and ensuring that units are getting rented on time.
- Collection and monitoring of rent payments and preparing documentation in the case of arrears.(including termination notices)
- Conducting any communication with landlords, tenants, clients and staff in a professional and courteous manner.
- Maintain and update listings of available properties
- Doing Audit inspections on properties to ensure the facility is being managed properly.

**SALES AND OPERATIONS - 04/2017 to 05/2022**

**Easy Print, Abu Dhabi.**



- Create and improve proposals for our existing and new clients.
- Maintain good harmony with existing clients.
- Perform market research to identify new opportunities and engage with executives to establish strategies for pursuing those new opportunities.
- Generating Sales

**Registration Staff & Customer Service -08/2015 to 03/2017**  
**Vibes Events & MCI Events-ADNEC , ABUDHABI**



- Worked as customer service staff for F1 event and registration staff for more than 25 events in ADNEC.
- Resolving customer complaints, managing database records, drafting status reports on customer service issues.
- Data entry and research as required troubleshooting Customer problem.

**SALES CONSULTANT - 08/2014 to 03/2015**  
**Du Telecommunications, Abu Dhabi-**



- Respond to incoming email & phone enquires.
- Achieve agreed – upon sales targets and outcomes within schedule.
- Communicating with target audiences and managing customer relationships.
- Preparing reports

**DOCUMENT CONTROLLER - 10/2013 to 07/2014**

**INFO FORT, Abu Dhabi**



**CLIENTS: CIVIL DEFENCE**

**CORNICHE HOSPITAL**

- Prepares source data for computer entry by compiling and sorting information: establishing entry priorities.
- Maintains data entry requirements by following data program techniques and procedures.
- Training employees in the proper way to create or fill out company documents.

## **Education**

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- Master of Business Administration in finance from SBS. (Abu Dhabi, Switzerland University) 
- Bachelor of Commerce from University of Calicut, India (Studied in Abu Dhabi).
- Higher Secondary Certificate from Central Board of Education, India (Studied at Sunrise English Private School, Abu Dhabi).
- SSLC Certificate from Central Board of Education, India (Studied at Sunrise English Private School, Abu Dhabi).

## **Declaration**

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I BASITH NIZAM, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.