

POST APPLIED FOR – PROPERTY MANAGEMENT

MOHAMMED YASEEN ALI

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OBJECTIVES:

To seek a challenging and dynamic career which would utilize my knowledge, skills and experience within progressive and reputable organizations in order to achieve desired results and obtain professional growth.

PROFESSIONAL EXPERIENCE

- A dynamic professional with more than **10 years of experience as a Property Consultant, Office Administration**, Sales & marketing, Business development, Team management in the company.
- Property Management supervision service with more than **5 years of experience as a Property Manager, Office Administration**, Sale & Leasing Manager & marketing advisor, manage company owner's properties Unit 500 Commercial & Residential Properties including Apartment, Villas, Offices, Storage, Warehouse in Lease hold & free hold Area.
- Process and follow up on all lease documents to ensure all completed accurately. Weekly Update property status, follow up leads, administration work prepare lease agreements and lease renewal,
- Responsible handle inquiries, follow up clients, Collect rental cheques, and prepare lease agreement and online Ejari certificate, Renewal Notice, Vacating Notice, Tenancy Termination, and Meeting with tenants. Maintains files ensure that documentation up to date at all time.
- Maintains property by investigating and resolving tenant complaints, move in & move out inspection submit report to management. Security deposit settlements with the tenant & landlord,
- A keen planner & implementer with demonstrated abilities in devising Leasing & marketing occupied vacant properties, accelerating the business growth.
- Track record of consistently achieving targets at branches, building dynamic teams, identifying high-yielding services and products during the career span.
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities.
- Maintain relationships with existing customers through regular review visits, visit potential customer to view demonstrate products and gain new markets.
- Act as a contact between the company and its existing and potential markets, contact clients by phone to negotiate terms of agreement and conclude sales.
- Monitor customer preferences to determine focus of rental efforts, directing and coordinating activities involving sales.

WORK EXPERIENCE:

- Fatma Harib Real Estate (2010 to 2015 Property Consultant)
- Aspen Real Estate (2015 to 2018 Marketing advisor)
- AAA AL Zarooni Investments LLC (2018 to 2023 Leasing Manager)

SALES & MARKETING / BUSINESS DEVELOPMENT

Initiating contact with potential Investors, Owner's customers for developing leads & direct Rental. Marketing Lease hold and Free Hold Area. Business planning and analysis for assessment of revenue potential in business opportunities.

TEAM MANAGEMENT

- Monitoring, recruiting, training & motivating the sales manpower & ensuring quality services in the market.
- Leading, mentoring & monitoring the performance of the team members to ensure efficiency in process operations and meeting of individual & group targets.

STRENGTH SKILLS:

- Strong ability to learn and excel in the area of work.
- Able to analyze situation and handle assignment and pursue high level of thinking and implementation.
- Able to demonstrate qualities and analytical skills.
- Hard working and good responsibility taker, experience in handling jobs at high level.
- Self-motivated with a high degree, devotion and commitment.

QUALIFICATION:

- **B-Com Computers**
Osmania University Hyderabad.
- **INTERMEDIATE** (Economics & Commerce)
Anwar -ul-uloom Junior College, Hyderabad, India.
- **SCHOOL SECONDARY CERTIFICATE (SSC)**
Dazzling High School, Hyderabad, India.

PERSONAL INFORMATION:

Father's Name	: Mohammed Zahid Ali
Date of Birth	: 20-01-1979
Marital Status	: Married
Languages Known	: English, Arabic, Urdu and Hindi.
Nationality	: Indian
Driving License	: Issue in Dubai 2010
Employment Visa Expire	: 31/Jan/2023

DECLARATION:

I do hereby that the above-mentioned information and facts are true and correct to the best of my knowledge and belief.

MOHAMMED YASEEN ALI
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