

Leasing Coordinator
Lamprell Energy Ltd

Sep 2008 – Sep 2016 | Sharjah, UAE

- To find suitable accommodation for managerial staff and clients in the company.
- To get the quotation from the Real Estate / Landlord and the required documents.
- To negotiate the rent with the landlord as per the current market.
- Processing timely Renewals and New Leases from approvals to finalization of Lease.
- Maintain files of all property related transactions such as Tenancy Contracts, payment receipts etc. and update lease register with essential details for future reference.
- Update payroll and HR on any rent differences on lease renewals and new leases.
- Maintain list of furnishings if the property is furnished by the landlord, and to ensure it has been collected during demobilization / handover.
- Coordinate for utilities connection/disconnection in Company provided accommodation.
- Assist the employees with any maintenance issues/queries and coordinate with concerns (maintenance company/ landlord) to resolve the complaints.
- Deal with Landscaping companies if required garden maintenance in the villas and apartments.
- At the time of vacating the property to ensure collection of any refundable deposits from concerns (Landlord, DEWA, SEWA, Chillers, etc.) and update finance department.
- Preparing documents for all the leases to register with RERA as per the Rental Committee Law.
- To get updated information from RERA for the rental market and if there is any changes in Rules and Regulation related to the lease agreements for the Tenant or Landlord.
- Also maintaining & updating the Labour Accommodation files and process payments.
- Responsible for all Lease Administration functions.
- Update existing System Information programs - Oracle
- Update system files (excel) maintained for tracking of Leases, Renewals & Current status of Rents etc.
- Ensure Originals are received and filed towards Lease Agreements, Municipal contracts.
- Monthly Report to be provided to Line Manager, VP's and Finance within the provided time frame.

Sales Officer
DAMAS Watches

Jan 2007 – Jul 2008 | Dubai, UAE

- Worked as a Showroom In-charge, maintaining inventory of all the watches on daily basis as per company policy.
- Responsible for transferring the goods in and out of the store & preparation of daily and monthly sales report.
- Order the required stocks of watches to maintain good stock level.
- Liaise with customers for all their requirements.

Inbound Tour Operator
Lama Tours & Travels

Sep 2006 – Dec 2006 | Dubai, UAE

Worked as inbound tour operator dealing with visas, hotel bookings, airport transfers, intercity tours, preparing invoices and arrange payment collections.

Assistant Supervisor Filling Station
Emarat (Emirates General Petroleum Corporation)

May 1999 – Jul 2006 | Dubai, UAE

- To ensure high level of Customer Service and the visual image presented to the customer is in accordance with the corporation standard keeping in view of the achievement i.e. I.S.O. – 9001/9002, HACCP & Dubai Quality Award.
- Maintain high level of hygiene in the Fast-Food Area.
- Maintaining the required stock in gondolas and stores and keeping the display well arranged according to FIFO / SOP.
- Fully responsible for day-to-day reconciliation / Bank reconciliation, all the money from goods and services sold.

Counter Supervisor
Perfect Tours & Travels

Oct 1996 – Mar 1999 | Mumbai, India

- Maintaining records of clients / corporate Accounts
- Dealing with all airlines and IATA agents for tickets bookings
- Booking Rental Car, Hotels, Luxury Buses

Office Administration
Victory General Trading Co.

May 1995 – Aug 1995 | Ajman, UAE

Handling customer telephone enquires, Preparing customer Purchase order & delivery note, Banking, Stock Inventory.

 **Skills**

MS Office Suite, Oracle, Social Media

Teamwork Adaptability, Community Engagement, Handling rejection and objections with resilience and maintaining a positive attitude, Creativity, Ability to work effectively in a fast-paced environment

 **Education**

HSC
Mumbai University
1996 | Mumbai, India

 **Languages**

English	● ● ● ● ● ● ● ● ● ●	Hindi	● ● ● ● ● ● ● ● ● ●
Gujarati	● ● ● ● ● ● ● ● ● ●	Arabic	● ● ● ● ● ● ● ● ● ●

 **Trainings**

- Fire Warden, Training from Lamprell Energy Ltd
- Compass (Oracle) Operating Oracle system from Lamprell Energy Ltd,
- Fire-Fighting From Emarat Sajaa Gas Plant –SHJ.
- Basic Food Hygiene (SGS) From Chartered Institute of Environmental Health of London
- Customer relation skill Conducted by Emarat.
- Credit card Fraud Conducted by National Bank of Dubai
- Ruby Verifone Cashier Training conducted by Emarat

 **Achievements**

- Awarded as Star of the Month from Emarat respectively for three times during my service in Emarat.
- Awarded Champion Site in overall Emarat from Red bull & Marlboro principal companies.
- Honesty and Loyalty Award from Emarat.
- Promoted from Customer Service Assistant to Senior Customer Service Assistant & Assistant supervisor Filling Station in a short span of time due to my hard work and skills.