

Fozia Masood

Experience Synopsis

3 Years: Property Manager

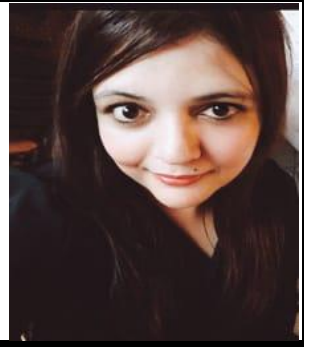
2 Years: Administrative Officer

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Clock Tower, Dubai, UAE

Visa Status: Employment Visa



CAREER OBJECTIVE:

Enthusiastic and focused Graduate with in-depth agency and industry experience. Experienced Administrative with a Demonstrated history of working in the executive office industry. Skilled in Microsoft Office, Sales, Communication, Management & E-Commerce.

ACADEMIC QUALIFICATION:

Particulars	Institute	Year
M.B.A	Virtual University Islamabad	(2015)

STRENGTHS:

- ✓ Practical Knowledge of Excel & Word
- ✓ Customer Dealing
- ✓ Accounts Payables & Receivables
- ✓ Budgeting And Forecasting
- ✓ Strategic Financial Planning
- ✓ Financial Management
- ✓ Working Capital Management
- ✓ Punctuality and Commitment

PROFESSIONAL EXPERIENCE:

MHM Real Estate LLC

Jan 2022 to Feb 2024



Property Manager:

- Oversee, maintain, and inspect all designated buildings and properties.
- **Coordinate ongoing maintenance and inspections to comply with all relevant laws and codes.**
- **Making Tenancy Contracts/Ejari processing.**
- **Utilities Registration/Applying Refund.**
- **Filing Police case for Cheque bounce.**
- **Applying for Rental Valuation through Ejari Portal/Dubai Rest App.**
- **Well known for navigating real estate portals such as Bayut, Property Finder & Dubizzle.**
- **Posting the ads** on Dubizzle, Bayut, and Property Finder.
- Registering owner's contact details in DLD.
- **Doing market Search for Availabilities.**
- **Handling lease documents, move-outs, and complaints. Finding the tenant, and screening them for eligibility.**
- **Notifying the tenants about upcoming building maintenance activities. Coordinating with landlords regarding rental and maintenance issues, and preparing the quotes and invoices.**
- Follow up on the payments from the tenants.
- Invoices and analyze operating statements. Address tenant's complaints, violations, and problems.
- Prepare and maintain all records, correspondence, and files Establish and maintain relationships with tenants.
- **Holiday Homes Rental initial experience.**

- Submitting any offers to the seller for consideration.
- Helping the seller/landlord negotiate with offers to try and execute a purchase contract with clients.
- Working on the seller/landlord's behalf in coordinating the transaction process. Delivering and explaining documents, disclosures, and transaction items.
- Updating the forecast sheet with the daily listings and deals.

Sapphire Real Estate:

Feb 2019 to Dec 2021



Property management coordinator cum Admin officer

- Updating the company's online portal
- **Uploading Documents on Bayut, Property Finder through brokerpad/CRM.**
- Follow-up calls with Clients and agents
- **Posting the ads on Dubizzle, Bayut, and PropertyFinder.**
- **Applying for the permit on Trakheesi.**
- **Making Tenancy contracts.**
- **Correspond to the Developers and Clients by E-mails.**
- **Doing Market Search for Availabilities.**
- **Updating the forecast sheet with the daily listings and deals.**
- Making sure that our ads are on 1st page every second.
- Searching new Candidates for suitable positions.
- Providing customer services (Taking feedback about leads from agents and Clients).
- Arranging the viewings for Clients.
- Preparing and checking the monthly statements of clients.
- Making sure that the agent is providing good services to clients.io
- Reporting to Sales/ leasing Manager and Owner directly.

PERSONAL INFORMATION:

- ✓ Nationality Pakistani
- ✓ Gender Female
- ✓ Religion Islam
- ✓ Marital Status Single
- ✓ Passport DY0871232
- ✓ Languages Urdu, English, Hindi (W&R) Arabic (R)

REFERENCES:

Will be provided on-demand
