

Naresh Kumar

Leasing Administrator



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📍 Dubai, U.A.E

Summary

Dynamic and purposeful Property Leasing Executive with experience in Real estate, DLD and DED . Proven ability to streamline leasing operations, perfect occupancy rates, and deliver exceptional customer service. Seeking a challenging role to use expertise and contribute to the success of a progressive real estate management team.

Work Experience

Leasing Executive

Sheikh Ahmed Mohamed Sultan Al Dhaheri Private Office - Jun 2024 to Present

Dubai-U.A.E

- Managed all aspects of leasing operations including tenant screening, lease negotiation, and contract administration.
- Cultivated strong relationships with property owners, tenants, and vendors to ensure smooth leasing processes.
- Coordinated property showings, conducted property tours, and provided prospective tenants with detailed information about vacant properties.
- Communicating and taking advise from Legal department for Companies Legal issues.
- Maintained accurate records of employee insurance coverage, Visa Status.
- Provide administrative support for various projects and initiatives, including event coordination.
- Emphasize your strong communication skills, both verbal and written, as well as your ability to handle various customer inquiries, complaints, and requests professionally and efficiently.
- Handle incoming calls, inquiries, and requests in a professional and timely manner.
- Managed the EJARI system for tenancy contracts, ensuring accurate documentation and legal compliance.
- Coordinated property viewings, handled tenant inquiries, and facilitated lease negotiations.
- Managed tenant move-ins and move-outs, conducting property inspections and resolving any issues promptly.
- Maintaining the properties with proper visit and supervising the building staffs.
- Maintained accurate records of employee insurance coverage, facilitated enrolment processes, and assisted employees with insurance-related queries.
- Managed travel arrangements for staff members, including booking flights, accommodations, and transportation, in accordance with company policies and budgetary constraints.
- Developed and executed leasing strategies to maximize occupancy rates and rental income.

Account Assistant

Taste Masters Food Trading L.L.C - 2022 Aug 2023 Dec

Dubai-U.A.E

- Create invoices monitor the accuracy by comparing sales orders against purchase orders and bill of lading.
- Manage Accounts Receivables (full cycle)/Payables and General Ledger while ensuring maximal accuracy
- Create purchase orders for imported good and record received inventory appropriately with fluctuating exchange rate.
- Prepare and analyze Financial Reports, Balance sheet /Income statement
- Track and maintain inventory records from all of our warehouse locations (including internal transfers)
- Monthly .
- Handling cash Online payments card payments or payments direct account transfer.
- Assist to conduct month-end as well as year-end closing process
- Clearing Nonpayment & Delay payment maintaining

Education

- Information Technology (IT) India, Tamil Nadu 2019 - 2021
- Bachelor of Science: University of Alagappa, India 2019 -2021
- Higher secondary-Education Board of Tamil Nadu-2018

Skills & abilities

- Customer Service
- Communication Skills
- Multilingualism
- Problem-Solving
- Attention to Detail
- Teamwork
- Adaptability
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint Outlook)
- Computer Proficiency
- Proficient in Email Communication

Expertise

- **Good Command over Microsoft Office**
- **Tally ERP 9 & prime**
- **Quick Book (Cloud & Server)**
- **SALCEFORCE-Business One (CRM)**
- **Odoo ERP 16 (Accounting & CRM)**

Personal Details

- Date of Birth :09/06/2000
- Marital Status: Single
- Nationality: Indian
- Visit visa

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

