

NIZAR AHAMED



Experienced Property administrative and leasing executive with vast knowledge in real estate transactions, negotiations, and processes. Having been in the real estate industry for years now, I have acquired sufficient and dependable knowledge in marketing properties.

WORK HISTORY

Property administrative - 2022 to Present

Omeir Bin Youssef & Sons LLC - Abu Dhabi, UAE

- Prepare, review, and processing lease agreements, amendments, renewals, and related documents. Ensuring accuracy of lease terms, rental rates, and tenant information.
- Assist prospective tenants in finding suitable rental properties.
- Responding as a point of contact for tenant inquiries and requests related to lease agreements, rental payments, and lease terms.
- Collaborate with leasing agents to facilitate property showings, schedule appointments, and assisting to showcasing available properties to prospective tenants
- Maintain and updating the property management database with accurate and current lease information, tenant records, and financial data.
- Ensuring lease agreements adhering to company policies, legal requirements, and regulatory guidelines.
- Monitor lease expirations and coordinating lease renewals.
- Coordinating with maintenance and repair teams to address tenant maintenance requests and coordinate property inspections as required.
- Assist in organizing and maintaining leasing documents, files, and records.
- Generate regular reports on leasing activities, occupancy rates, and rental income. Providing insights and recommendations for optimizing leasing strategies.
- Keeps updating about the local real estate market trends and developments.
- Maintain a positive, productive relationship with tenants.

Junior Accountant

May 2018 to November 2021

Best Hardware's - India

- Perform data entry for account receivables and account payables.
- Update accounts receivable and issue invoices.
- Post and process journal entries to ensure all business transactions are recorded.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Monitoring stock inventory and Day to day daily transaction.
- Prepare and submit weekly/monthly reports.

- Assist senior accountants in the preparation of monthly/yearly closings.
- Support payroll processing and tax compliance.
- Communicate with suppliers to obtain updates on accounts.
- Perform other accounting tasks as assigned.
- Responding promptly to customer inquiries.

Skills

- Outlook
- MS office 365
- CRM
- Quick book
- Customer Service
- Negotiation
- Proficiency with email platforms
- Teamwork and Collaboration.

Education

Master of Financial Management 2020 to 2022
Annamalai university,
India.

Bachelor of Arts Commerce 2015 to 2018
University of Madras,
India.

Language

English

License

(UAE) Light vehicle license