

AHSAN ALI

Executive

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UNITED ARAB EMIRATES - 2021

CAREER OBJECTIVES



Scaling new heights of success with professionalism hard work & dedication and leaving a mark of excellence on each step, Targeting senior level assignment in Community management, Asset management, Property management & Facilities Management with a leading organization of repute.

CAREER SUMMARY

Professional Executive with 8 UAE years' experience in Community Management, Property Management ,Asset Management, and Facilities management. Specialist to manage and assist in and enhancing the Property/Asset/Community/HR/Admin/FM management & Operations with my supportive & managing skills.

EXPERIENCE

THREE60 COMMUNITIES

Executive Property Manager

(December-2019 till date 2021)

- Conducting move In & Out inspection.
- Management for move out process of non-renewal and early terminations.
- Ensuring that all document for contract are submitted and recorded- New/Renewals.
- Contact the tenants' due for renewal and issue renewal notices.
- Negotiate the prices of tenancy contracts with the tenant on renewals.
- Maintaining the returned/bounced cheque and contacting the tenants to clear.
- Prepare renewal contracts and ensure that Lease Renewals are dispatched in timely fashion.
- Prepare Contracts for Commercial/Residential properties – New/Renewals.
- Receive rental cheques/renewal fee and review to ensure accuracy of data; Receive cheques payments from tenants.
- Prepare rental receipts on the System. Follow up return/bounce cheques.
- Updating occupancy and vacancy reports on monthly basis.
- Prepare NOC letters/permits for the tenants interior works.
- Handling cheque returns deferral/clearance/ refunds etc
- Prepare monthly reports.
- Handling regulatory for 35 project.
- Conducting buildings condition audits
- Maintains building systems and supervising repairs.
- Lead and manage client relationship.
- Preparing and issuing necessary notices and posting at building and communicating with the tenants regarding new announcements/changes.

Community Executive

(Sep-2017 till November 2019)

- M100 certified community executive.
- Handling fit-outs for 46 OA (DXB) project as fit-out manager.
- Issuing the NOCs to obtain authorities approvals for fit-out works.
- Conducting internal audits for various departments of the company.
- Collection of service charges as collection executive.
- Client relations management with tenant, owners and contractors on daily basis.
- Managing regulatory services and third party certification for 81 projects all over the UAE.
- Leading regulatory services meeting on weekly and monthly basis.
- Conducting the company assets/buildings inspections and condition audits , preparing reports and sending to building managers to take the necessary action for rectifications according to report.
- Issuing the permit to works to start the fit out works.
- Conducting inspection of fitout works.
- Obtaining the new implemented laws/changes in any circulars from government/authorities and sharing with all departments to follow.
- Monitoring and following AFM's on monthly operational progress reports and KPIs.
- Issuing NCRs against low performance of sub-contractors as per their KPIs performance.
- Meetings (producing agendas and taking minutes).

Executive Assistant & PA

(Sep-2016 till Sep 2017)

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Produce reports, presentations and briefs.
- Managing diaries and organizing meetings and appointments.
- Booking and arranging travel, transport and accommodation.
- Organizing events and conferences.
- Reminding the manager/executive of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Collecting and filing expenses.
- Conducting research on behalf of the manager.
- Organizing the manager's personal commitments including travel or childcare.
- Tasks to support their manager, which will vary according to the sector and to the manager's remit, eg completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.

EXPERIENCE

ETISALAT

Administrator & FM Coordinator (March -2014 to Sep 2016)

- Maintaining Daily Operations activities.
- Ordering the required material for 18 FM projects (MEP & Soft Service).
- Conducting the tools box talks daily basis.
- Preparing monthly reports for client.
- Preparing the monthly invoices.
- Preparing PPM plans for all projects.
- Deploying the staff (MEP & Housekeeping) according to the project/requirement.
- Processing the OT for around 280 staff.
- Processing OT for the staff.
- Processing payment invoices of the sub-contractors and suppliers.
- Handover and takeover specialist for new FM projects..
- I am specialist for Inventory control.
- I was CAFM administrator for 18 FM projects.
- Inspecting the incident place and making report according for management report.
- Coordinating with HR (visa,settlement etc)
- Assistant to Director of Operations

DUNIA FINANCE

Relationship Officer (March-2013 to February 2014)

- Perform as key contact for selected customer relationships under Banker guidance to increase the business by selling their products like Personal loan, Credit cards, Auto loan & WPS.
- Initiate apt activities to ensure on time and scheduled response to customers.
- Ensure to alert Banker with respect to any delays along with potential issues.
- Support to open and link new accounts on One Source.
- Provide assistance to Banker to attain approval on new account openings.
- Review independently all documents and link entire customer accounts to suitable relationship.
- Implement and supervise all unsolicited trade activities.
- Ensure to alert Banker of prospective sales opportunities surface from discussions with clients.
- Conduct evaluation of client's accounts.
- Collect mandatory information to analyze client situation.
- Perform as key contact point for portfolio of clients dealing with routine matters throughout range of services and products.

PERSONAL INFORMATION

- Father Name: Abdul Majeed
- Religion: Islam
- Date of Birth: 20 Nov 1992
- Nationality : Pakistani
- Visa Status : Employment

ACADEMIC 's

- **Bachelor in Commerce - B.COM** - Accounts & Finance
- Islamia University Bahawalpur (IUB)
- **Intermediate in Commerce - I.COM** - Accounts & Finance
- Islamia University Bahawalpur (IUB)

SOFTWARE 's

- Maximo
- SAP
- CASPA
- MYStrata
- MYOB
- Oracle (Basic)
- MS Office

OFFICE TOOLS

- Microsoft Powerpoint
- Microsoft Excel
- Microsoft Visio
- Microsoft Sharepoint

CERTIFICATIONS & TRAININGS

- M-100 Issued by **Dubai Land Department**
- Certificate of Managing Multiple task Priorities and Deadlines Issued by **HNI Training & Coaching**
- Fire Warden Issued by **ACE Training & Coaching**
- ISO9001:2015,ISO14001:2015,OHSAS 18001:2007,18001:2007 **TUV NORD**

LANGUAGE PROFICIENCY

- English (Native)
- Urdu (Native)
- Punjabi (Native)
- Arabic (Beginner)

HOBBIES AND INTEREST

- Cricket
- Traveling
- Poetry
- Reading books