



# Shaindas

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## Professional Summary

A detail oriented and performance-driven individual, highly skilled at coordinating the whole leasing process, preparing documents and and keeping time management. Aspiring to work for an organization that allows me to utilize my skills & potential and add significant value to the business.

## Work Experience

### Executive –Lease Administration

**Landmark Group, UAE** May 2015 – Present

Projects Portfolio: Oasis Malls(UAE | Bahrain | Oman | KSA)



### Key Responsibilities

- Process the Lease Agreements, License Agreements and internal Brand's MOUs, Deed of Surrender Agreements, etc., ensuring that all the information are accurately captured, logged and filed
- Oversee and track the Lease Agreements of rental units in the Shopping Malls inside company's portfolio
- Follow up the Leases of financial transactions such as rents, sublease payments, renewals, taxes, and expenses
- Oversee and ensure that invoicing and all other financial transactions are processed in a timely manner, informing necessary personnel of any missing or late payments
- Maintain strong relationship with the Tenants and Landlord
- Ensure accuracy of documents and financial records
- Coordinate and communicate with tenant on the agreed condition of the renewal, proposed offer, book meeting appointment with line manager & tenant.
- Collect clients company documents, supporting legal attachment for the deed of variation on the change of company name, shareholders, system & retailer detail update such as trade licenses, passport copies etc.
- Manage end to end process related to internal finance/ leasing/legal coordination and approvals
- Manage the entire Retail delivery department (RDD) communication, from initiating the process for unit handover, unit merging, and termination of leasable units for system uploading to Fit-outs status and unit opening in the system
- Coordinate with facility management for surrender date and conditions for active tenant vacating the premise and process clearance from all asset including finance, asset management, and facility management.
- Maintain and report the lease proposals and lease agreements status to the line manager on a weekly basis

### Projects handled:

- Oasis Mall-Dubai, Oasis Mall-Sharjah (UAE)
- Oasis Mall Juffair,
- Oasis Mall-Al Khuwair, Oasis Mall-Sohar, Oasis Mall-Salalah (Oman)
- Oasis Mall Al Kharj (KSA)

## Sr. Lease Administrator

Line Investments & Property LLC (Division of Lulu Group international), UAE May 2009–May 2015

Projects Portfolio: Various Shopping Malls (UAE)



### Key Responsibilities

- Prepared Leasing Offers and processed Lease Agreements, renewal Agreements and License Agreements between Tenants & Landlord
- Managed the flow of all lease-related documents, maintained files to ensure that documentation is up to date at all times
- Monitored critical dates such as expiry dates, options to renew, options to terminate, etc.
- Followed up for cheque collection from Tenants
- Handled document verification for Lease contract issuance
- Managed co-ordination between Tenants and various department in Mall Management.
- Prepared timely and accurate reports
- Presented monthly Lease Agreements & Proposals status to the Manager

### **Projects handled:**

- Al WahdaMall, Mushrif Mall, Mazyad Mall, Al Raha Mall (Abu Dhabi)
- Al Foah Mall (Al Ain)

### **Academics**

Graduation(BA Econ) : Calicut University  
H.S.C (NCERT) : Board of higher Secondary Education  
S.S.L.C : Kerala State Board of Education

### **Computer Skills**

- Working knowledge of Windows
- Knowledge of Microsoft office -Word, Excel, Power Point
- Good typing speed

### **Passport & Visa details**

Passport no. : R8088205  
Date of Issue : 03-07-2017  
Date of Expiry : 02-07-2027  
Place of Issue : Dubai, UAE  
Visa type : Visit Visa

### **Driving License Details**

Driving License No : 3663655  
Place of issue : Dubai-UAE  
Expiry date : 01-05-2026

I hereby certify that the above statements are true and correct

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