

CIRRICULUM VITAE



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United Arab Emirates

Objective

To obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Introduction :

In short, I am passionate about my work and I love interacting with people and more than clients they become my friends. I am self-motivated to be successful.

I started my career in real estate industry in 2010, I have extensive vacation work experience in office environments in real estate (Leasing & management), giving me varied skills and the ability to work with many different types of people. I choose to work in real estate because it is exciting, you get to meet a lot of new people and it is a very rewarding profession.

I have 9 years+ of real estate experience in Dubai. I am a very curious person and I enjoy exploring the different communities in Dubai.

I don't think there's a single community that I haven't seen in this city. I enjoy the fast-paced lifestyle and the unique culture this city has to offer.

Working Professional with 10 Years of Experience in Leasing & Business Development.

❖ WORK EXPERIENCE

Organization : **Ardin Realty Group**

Working as : **Senior Leasing Manager**

Duration : **2017 – Feb 2019**

Location : **Dubai UAE.**

Job Profile :-

- Managing 150 Properties In Dubai (UAE).
- Promote properties on various web portals across globe.
- Handle a team of 10 staffs for Leasing across UAE.
- Facilitates the leasing strategies for assigned properties by recommending/reviewing lease proposals, conducting negotiations, and document preparation.
- Facilitates legal review and approval of documents.
- Monitors and coordinates improvements to the space.
- Assists in budget preparation.
- Approves property expenses.

- Monitors and evaluates the monthly property performance, addressing variances and any legal issues related to the property.
- Incorporates the use of Brokerpad software to manage daily work tasks and maintain Corporate Real Estate database.
- Other duties as assigned based on divisional needs.
- Confirms with and abides by all regulations, policies, work procedures, instruction and all safety rules.
- Exhibits regular, reliable, punctual and predictable attendance.
- Lease Luxury and High – End properties to various clients and companies.
- Review Tenancy Agreement, Ejari, Tenant Move - In Forms and snagging list etc...
- Preparing rental income reports, paying bills, drafting rental leases and contracts and writing official notices to tenants concerning issues.
- To assist Clients, Buyers/Investors requirement & to delivery to their queries.
- Reviewing rental or leasing applications to determine a tenant's ability to adhere to standards devised by the property owners.
- Researches, prospects, obtain, leads and develop new business opportunities.
- Must possess financial and business acumen to formulate, develop and manage financial statements, business plans, forecasts and internal reports on a weekly basis.
- Be responsive and address all obstacles in a self-directed, timely manner.

- Be proactive and maintain a positive disposition while working across/with multiple internal departments.
- Ability to develop a strong business development strategy that includes: local, regional and national retail concepts, while maintaining relationships with current retailers and prospective clients in UAE.
- Liaising with legal representatives etc...
- Recommends the right property suitable for their needs of the clients.
- Check on availabilities/requirements daily basis.
- Reporting to MD/CEO on overall reports.
- Offering advice on current market conditions.
- Negotiating term & prices with owners and clients
- Captures leads and prospects and maintains a database for such prospects.
- Ensures all customer information is captured and recorded accurately in CRM.
- Develop and maintain an appropriate level of involvement in community activities representing the property.
- Identify new and unique prospects for the specialty leasing program and/or permanent leasing.

❖ WORK EXPERIENCE

Organization : **Nex Homes Real Estate**

Working as : **Leasing Manager**

Duration : **2015 – 2017**

Location : **Dubai UAE.**

Job Profile :-

- Lease properties which is assigned.
- List property on CRM's & follow up clients.
- Review Tenancy Agreement, Ejari, Tenant Move - In Forms and snagging list etc...
- To assist Clients, Buyers/Investors requirement & to delivery to their queries.
- Handover of properties to external tenants & FM for the latter's follow-up on lease & maintenance management.
- Advise and assist company BUs, subsidiaries and joint ventures on their real estate needs.
- Undertake property searches and compile information on space availability and prevailing market rental.
- Source for 3rd party space to support commercial market penetration.
- Recommend suitable properties and undertake lease negotiation.
- Facilitate the administration on any property related acquisition beginning from the property selection process to the final execution of the property lease.
- Advise users on their lease obligations to 3rd party property owners.
- Review property leases on behalf of users to safeguard company interest.
- Handle any request for early termination of lease.
- Handle all property related enquiries.
- Reviewing rental or leasing applications to determine a tenant's ability to adhere to standards devised by the property owners.
- Researches, prospects, obtain leads and develop new business opportunities.
- Recommends the right property suitable for their needs of the clients.

- Check on availabilities/requirements daily basis.
- Reporting to Senior leasing manager on overall reports.
- Offering advice on current market conditions.
- Captures leads and prospects and maintains a database for such prospects.
- Ensures all customer information is captured and recorded accurately in CRM.
- Completes other assigned tasks within given deadlines.

❖ WORK EXPERIENCE

Organization : **Sandcastles Properties**

Working as : **Sales & Leasing manager**

Duration : **2012 – 2014**

Location : **Dubai UAE.**

Job Profile :

- Obtain listings of properties for sale and rent.
- Market Properties in best portals globally.
- Prepare market and location review analysis, proposals and submit recommendations to the Regional/Property Director for review and approval.
- Prepare and check proposals, offers to lease, lease agreements, quarterly reports and other documents relating to existing and prospective tenants.

- Liaise with prospective tenants, show suites available, provide information on suite sizes, pricing, ensure suites are competitively priced and shown to their best advantage.
- Prepare monthly activity reports, lease summary reports, market reports and square footage analysis, to assist the Leasing Director / Regional Director.
- Initiate, oversee the coordination of Broker Events and promotional events etc.
- Establish and maintain a wide network of Real Estate Industry relationships through participation in various leasing related organizations and gatherings.
- Monitor vacancy rates, maintain budget records, and approve purchase orders and invoices within signing authority.
- Provide leadership, coaching and support to staff (where applicable) in the portfolio. Motivate staff to achieve goals and manage effectiveness and productivity efforts of the team.
- Perform other lease management tasks that may be assigned from time to time.
- Superior flexibility in the face of ambiguous situations, shifting demands and challenging work environments.
- Acts as a role model in team work, seeking ways to improve team dynamics.
- Analytical skills applied to complex and new situations requiring in-depth analysis and evaluation
- Knowledge of Real Estate legal documents i.e. leases, sublease agreements, indemnity agreements, consent forms and knowledge of real estate markets and trends
- Proficiency with market research tools and report functionalities
- Vast experience in leasing of commercial properties, selling, negotiating and financial management as broker and/or landlord representative.
- To achieve a good occupancy rate for buildings leased to external tenants at all times

❖ WORK EXPERIENCE

Organization : **New Homes Real Estate**

Working as : **Property Manager**

Duration : **2009 – 2012**

Location : **Dubai UAE.**

Job Profile :

- Administrative duties like preparing rental income reports, paying bills, drafting rental leases and contracts and writing official notices to tenants concerning issues.
- Good knowledge of leasing procedure with practical experiences
- Good background in property management.
- Superior communication and interpersonal skills with the ability to influence outcome.
- Good understanding on risk management and regulatory requirement.
- Budgeting and forecasting.
- Flexible with the ability to assimilate quickly into a demanding role/environment.
- Provide sound advice to potential clients.
- Manage 2 Full Building in Dubai.
- Present real estate properties in the best light to promote lease,sales and offer financing advice based on each client's needs.
- Obtaining listings of properties for sale.

- Marketing the property in best portals in Dubai.
- Seeking out and introducing Clients.
- Recommends the right property suitable for their needs of the clients.
- Reporting to Senior manager on overall reports.
- Offering advice on current market conditions.
- Reviewing rental or leasing applications to determine a tenant's ability to adhere to standards devised by the property owners.
- Researches, prospects, obtain leads and develop new business opportunities.
- Ensures all customer information is captured and recorded accurately in CRM.
- Completes other assigned tasks within given deadlines.

INTERPERSONAL SKILLS :

- I am opportunist and confident individual.
- Excellent negotiation skills, Team handling, management and network of contacts essential.
- Extremely ambitious. Upon learning the insights of my team including its strengths, weaknesses and other aspects, I can also prove to be a worthy leader.
- Quick learner, thus making it enjoyable to learn new concepts and system of work.
- Managing the extensive database and making sure all records were up to date.
- Strong client relations and customer service – maintaining repeat business and ensuring new clients are given the best service possible.

EDUCATIONAL QUALIFICATION :

- B.Com Techno Global University. (2011 – 2013) with Grade 5.0
- Intermediate PUC 12th in Board Of Intermediate Education
- Secondary 10th in New Noble English School
- Diploma in Medical Transcription.

COMPUTER SKILLS:

- Application : MS Office, (MS-Word, MS-Excel, MS-Power point)
- Leading CRM Software's (Masterkey,Propspace,MyCRM,Brokerpad)
- Tenancy Contracts, Ejari etc..
- Emart portal (Form A, Form B, Form I)
- Property Management (ERP System – Falcon Software)

HOBBIES & INTERESTS:

- Travelling
- Photography
- Playing cricket
- Team sports
- Socializing
- Volunteer work

PERSONAL DETAILS :

Name : Mohamed Wasi Fahad (Kabir)
Father name : S.M.Fairoze
Date of birth : 21-06-1988
Nationality : Indian
Martial Status : Married
Known languages : English, Hindi, Tamil, Urdu and Kannada.
Passport no. : S6609873
Visa Status : Visit Visa
UAE Driving License : Yes
Own Car : Yes

DECLARATION

I declare that the information whatsoever have been provided in above CV is true and accurate of the best of my knowledge. I hope you will consider my application and give me an opportunity to serve under your kind control.