

# MUZAMMIL ASHIK KOLYA

Sharjah, U.A.E.

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## Carrier Objective

Seeking a position to utilize my skills and abilities in a reputed organization that offers professional growth while being resourceful, innovative and flexible.

## Professional Experience

**Bin Kamil Investment Group LLC, Sharjah, U.A.E.**  
Property Administrator

*Oct 2019 – Still Working*

**Joyalukkas India Private LTD, Mysore, India.**  
Accountant Cum Cashier

*June 2018 - Jul 2019*

## Duties and Responsibilities

- ❖ Responsible for handling 350 residential apartments and 3 commercial shops in Sharjah. Perform marketing tasks to fill vacant rental properties and to provide clerical and administrative support.
- ❖ Accountable for a wide variety of administrative duties. Answer telephones and communicate all messages to appropriate parties in a timely manner. Prepare quotations, follow up and confirm bookings.
- ❖ Perform duties related to property management, including collecting and recording rent payments, preparing work orders for maintenance technicians, scheduling tours for prospective tenants and also to ensure that all customer complaints and maintenance requests are registered and are dealt effectively on a timely and to a satisfactory conclusion.
- ❖ Excellent knowledge about Dubai, Sharjah and Ajman Municipality rules and regulations and apply the same while performing the renewal, cancellation of tenancy contracts.
- ❖ Preparing a summary for the available, sold or booked units for rent, conduct general check-ups on the properties and submit inspection reports and cancellation/termination for our properties. Send updated regular reports to departments concerned.
- ❖ Coordinate with the leasing manager and negotiate the leasing terms and conditions for the commercial retail spaces with the entrepreneurs and close the deal effectively.

- ❖ Leading the team of 25 labours like plumbers, electricians, carpenters etc. and planning, directing, Co-ordinating and scheduling the works to the labours.
- ❖ Prepare and provide timely reports to the management , on month wise cash flow planning , tenancy contract renewal & Expiry and weekly maintenance report.
- ❖ Prepare and provide monthly bills of DEWA, SEWA and Etislatat to Accounts for payment.

#### Additional Capabilities

- ❖ Good experience in administering property and real estate.
- ❖ Self-starter, quick learner, problem solving, dependable and reliable.
- ❖ Exceptional communication and customer service skills.
- ❖ Can work under pressure according to any situation.
- ❖ Good interpersonal skills.
- ❖ Proficient in MS Office.
- ❖ Having valid UAE driving license.

#### Educational Qualification

##### **Bachelor Of Commerce (B.COM)**

Mangalore University, India (2018)

##### **Higher Secondary in Commerce**

Bangalore, Karnataka, India (2015)

#### Personal Profile

- ❖ Date of Birth : 29/07/1997
- ❖ Marital Status : Single
- ❖ Nationality : Indian
- ❖ Known Languages : English, Hindi, Kannada and Malayalam
- ❖ Passport Number : S5635418
- ❖ Visa Status : Residence Visa
- ❖ Driving License : UAE Driving License
- ❖ Gender : Male
- ❖ Religion : Islam

#### Declaration

I hereby declare that the above given information is true and correct to the best of my knowledge and belief.