


YAHIA MOHAMED

LEASING EXECUTIVE

 050 2455724

 y_om80@yahoo.com

Summary

Skills	LEASING	FINANCE	Personal
	Great communication, negotiation. Adaptable and willing to go the extra mile. Excellent negotiation and problem solving skills. Good ability to handle multiple tasks.	Cash Flow control Management accounts Budget preparation Financial forecasting Economic awareness Interpreting financial data Auditing Strategic thinking	Attention to detail Communication skills Good IT knowledge Presentation skills Problem solving Analytical mind High levels of integrity Negotiating

Career

1 - LEASING EXECUTIVE

KINGS PALACE REAL ESTATE

SEP 2022 - PRESENT

- Acquisition of properties for sale and rent
- Perform comparative market analysis to provide advice on property value
- Providing customers with assistance throughout the entire sales process
- Prepare necessary documentation to complete transactions
- Sales and marketing activities
- Keep up to date with market trends and best practices
- Receiving calls , available to serve existing and potential tenants & clients full time .
- Prepare ejari / Tenancy Contracts, Sale Agreements and other documentation as required.
- Renew contracts , try to keep a strong relationship with existing tenants
- Visiting units review maintenance, making reports.
- Make full calculations, complete papers, review documents and details of the tenants.
- Monitoring market price ,and keep always buildings in good condition and full rented
- Well versed in listing portals: property finder, Bayut Dubizzle, Properties. Market

2- LEASING EXECUTIVE

CITY HORIZON REAL ESTATE

March 2012 – March 2018

3 – CHIEF ACCOUNTANT

INTERBUILD CONSTRUCTION L.L.C

JAN 2010 – JAN 2012

Working a busy and high volume environment driving consistency and best practice across all The businesses. Responsible for improving the companies' cash flow and reducing its arrears by Keeping accurate records and ensuring payments are received on time.

- In charge of managing and supporting the ledger team.
- Providing accurate financial information to colleagues and senior managers
- Identifying areas for cost cutting and improvement.
- Ensuring that all financial controls for the division are met and adhered to at all times.
- Giving advice, guidance and support on all financial matter to the company directors.

Academic

Alexandria University 2000 – 2004
Bachelor of Commerce

Courses

- Microsoft Office (Excel, word,)
- Training program for financial services industry and banking
- Preparation program for financial analyst

Languages skills

ARABIC

Native

ENGLISH

Fluent

Personal

Nationality : Egyptian
Date of birth : 14/04/1980
Address : Al hudiba ,Dubai
Visa status : Residence visa
Valid drive UAE license

