

Danish Tajuka

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PROFILE

- Real Estate Sales, Leasing and Accounts professional with approx. 7 years' experience in end-to-end administrative management of residential and commercial property sales, lease and marketing.
- Hands on experience in CRM and ERP such as Microsoft Dynamics, Oqood, Ejari, Trakheesi, Dubai Brokers, Property Finder, Tally 9, Pact RevenU.
- Prior experience in Audit and Accounts with reputed Audit and Advisory Firms in India and UAE.

WORKEXPERIENCE

TANMIYAT GLOBAL REAL ESTATE DEVELOPMENT L.L.C. - DUBAI, UAE
RERA Affairs Officer – June 2021 – Present



Achievements:

- Successfully took over and handled extended job responsibilities at short notice due to organizational restructure.

Key Highlights:

- Managed a portfolio of 500 villas' and 12 properties.
- Sales and Purchase Agreement (SPA) preparation and review. Ensuring all required information and documents for the SPA are complete.
- Authenticating property buyer's documents.
- Applying for Title Deed through Oqood system by DSR (Developer Self Registration).
- Achieving targets and completing the assigned work within deadlines for property registrations and terminations.
- Handling queries related to DSR and Oqood system with Dubai Land Department.
- Preparing NOC for resale, mortgage, gift and inheritance.
- Settlement preparation for defaulters.
- Initiating the termination procedure through Oqood system.

SOL PROPERTIES – DUBAI, UAE
Leasing Administrator – July 2020 – April 2021



Achievements:

- Contributed to organizational growth by successfully renewing leases at higher rates through client negotiation.
- Achieved higher % of client retention.
- Added value by accomplishing contract finalizations for a significant backlog of expired lease contracts within a short span of time, streamlined lease contract management and collections.

Key Highlights:

- Managing end-to-end administrative matters of entire portfolio of residential and commercial leases.
- Leading negotiations and preparing Tenancy Contracts for new leases and renewals.
- Monitoring and tracking of all properties for vacancy and renewals.
- Preparing and issuing necessary management reports.
- Preparation and issuance of Ejari for individual and bulk units.
- Passing necessary entries in Pact RevenU system.
- Co-ordination of maintenance request from tenants with the facility's department.
- Follow-up for bounced cheques.
- Handling customer queries via phone calls, emails and in person.

- Maintaining updated customer master data including customer information, tenancy status, DEWA numbers, handover status and property payments.

GULF GENERAL INVESTMENT CO. (PSC) – DUBAI, UAE
Real Estate (Sales & Leasing) Accounts & Administration – Apr 2015 to Apr 2020



Achievements:

- High client satisfaction by successfully leasing out units on behalf of buyers/owners and achieving smooth property transition between buyers and sellers.
- Added value by updating and streamlining all property and customer data in new ERP/CRM
- Successfully took over and handled extended job responsibilities at short notice due to organizational restructure.

Key Highlights:

- Managed a portfolio of 10 properties.
- Sales and Purchase Agreement (SPA) preparation and review. Ensuring all required information and documents for the SPA are complete.
- Co-ordination with property buyer's as well as their agents (E.g. Rocky Real Estate, Modelux Properties, AIM Properties, Sawani Properties, etc.) for property sales.
- Authenticating property buyer's documents.
- Applying for Title Deed through Oqood system by DSR (Developer Self Registration).
- Achieving targets and completing the assigned work within deadlines for property registrations.
- Handling queries related to DSR and Oqood system with Dubai Land Department.
- Posting necessary accounting entries in the accounting system Microsoft Dynamics-CRM
- Maintaining updated customer master data including customer information, property registration status, DEWA numbers, handover status and property payments.
- Handling customer queries via phone calls, emails and in person.
- Preparing transfer forms and arranging meetings for transfer.
- Preparing Release and Discharge Agreement after coordinating with Accounts/Finance and Legal.
- Handling Property Management for the owners for renting their apartments.
- Preparing Tenancy Contracts for new leases and renewals.
- Passing necessary entries in CRM and Tenant Cloud.
- Co-ordination of maintenance request from tenants with the facility's department.
- Follow-up for bounced cheques and renewals.
- Renewal negotiation with tenants. Issuing tenancy contracts through Tasdeeq system.

PKF - Accountants & Business Advisors – Sharjah, UAE
Audit Assistant – September 2013 to August 2014



V. S. Dastur & Co. – Chartered Accountants – Mumbai, India
Audit Assistant – January 2013 to August 2013

Key Highlights:

- As an Active Team member, carrying out the work assigned on Statutory Audit Engagements.
- Understanding the client business and accounting process.
- Executing audit procedures including analytical review procedures like variance analysis and ratio analysis.
- Verification of financial and cost records and assisting clients in preparation of the financial statements.
- Supporting and executing the work of the audit team and ensuring that audit objectives are effectively and efficiently achieved within the agreed time-scale and budgets.
- Some of the key clients handled include Unifrutti Middle East, Swiss Arabian Perfumes, Orient Travels, Al Cazar bakery, Continental Real Estate, Fanar Al Khaleej, Flemingo, MIJ International and Alpha Emirates in UAE and JP Morgan, Tata Chemicals, Sportiff & Belvedere Court, in Mumbai, India.

ACADEMIC QUALIFICATION

Examination	University	Year of passing
Bachelor of Commerce	Mumbai University. India (Lala Lajpatrai College of Commerce & Economics)	2012
H.S.C.	Maharashtra State Board. India (Lala Lajpatrai College of Commerce & Economics)	2009
S.S.C.	Maharashtra State Board. India (Antonio De Souza High School)	2007

COMPUTER SKILLS

- Hands-on experience on CRM and ERP - Microsoft Dynamics (CRM), Oqood, Ejari, Trakheesi, Dubai Brokers, Property Finder, Tenant Cloud, Tally 9 and Tasdeeq.
- Good working knowledge of MS Office applications.
- Successfully completed a course in accounting software package Tally 9.

STRENGTHS

- Ability to deliver quality results under pressure & strict deadlines.
- Desire for continual learning with an open mind.
- Energetic & self-motivated team player.

PERSONAL DETAILS

Date of Birth : 15 March 1992.
Nationality : Indian
Languages : Read, Write & Speak: English / Hindi/ Marathi.
Driving license : Holding valid UAE driving license.