



jayav6989@gmail.com



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Sharjah, UAE

## EDUCATION

Bachelor Of Commerce :  
Accounts

**K J Somaiya college of  
Arts and commerce ,**  
India

- Received Bachlors  
degree

IATA: Travel And Tourism  
**International Air  
transport association ,**  
Canada

Web Centric Computing  
**NIIT, Mumbai**

## LANGUAGES

**Hindi:**  
Native Language

# JAYSHREE VYAS

## PROFESSIONAL SUMMARY

Versatile Administration Officer skilled in managing diverse tasks and competing priorities on daily basis. Practiced at driving improvements to quality, productivity and service, demonstrated over 12 years of Real estate experience.

## WORK HISTORY

January 2011 - December 2022

**SRE Real Estate - Administration Officer, Sharjah , UAE**

### RENEWALS

- Responsible for running the complete leasing process for the company owned properties
- Sending Renewal notice to Tenants prior to the expiry of Tenancy contracts as per company policy.
- To directly negotiate all terms with clients. Prepare proposals, including renewal rate calculations and contract preparation.
- Maintaining all Tenancy files with Tenant and Tenancy details in physical and cloud files.
- Providing exceptional customer service at all times by attending to resident concerns and questions when securing a lease renewal.
- Following up on receivables

### REGISTRATION

- Generating new Tenancy contracts for new Rentals and Renewals.
- Preparing Ejari/Government contract for all properties in the portfolio.
- Ensured all mandatory documents such as Passport Copy, Emirates ID, Residence visa are collected from Tenants.
- Maintained all Tenancy files with Tenant and Tenancy details in physical and cloud files.

- Follow up with Tenants for matters relating to tenancy renewals, collection of cheques etc.
- Coordinate Tenant Move Out with the Fm Team and Building watchman.
- Provide Administrative support to the General Manager for all day to day matters.
- Manage Incoming Calls on the dedicated Real Estate landline
- Log Maintenance complaints and delegate to the Fm team

### **LEGAL**

- Coordinating with Accounts department for related matters.
  - Preparing documents for filing Legal case and forward to Property Manager for further procedures.
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### **SKILLS**

- |                             |                         |
|-----------------------------|-------------------------|
| • Documentation and control | • File Maintenance      |
| • Database administration   | • Reporting proficiency |
| • Customer Relations        | • Workflow planning     |
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### **ACCOMPLISHMENTS**

- Organized database to track business contacts and was commended for attention to detail and accuracy.
  - Interacted with diverse customers on a constant basis, promoting excellent communication and customer service skills.
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### **CERTIFICATIONS**

- certificate in Web centric computing
- Diploma in Air Transport Association