

# BINU FRANCIS



## PERSONAL

**Address**

Karama, Dubai  
UAE

**Phone number**

+971588587275

**Email**

francisbinu44@gmail.com

**Nationality**

Indian (Keralite)

**Gender**

Male

**Marital Status**

Single

**Visa Status**

Expiry Date :27/04/2023

## SKILLS

- Negotiation
- Multitasking
- Customer service
- Team player
- Time Management
- Problem Solving
- Internet & Email
- MS Word, Excel, Outlook

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

## ABOUT ME

Real Estate Administrator/ Leasing coordinator with more than 3 years experience in the area of commercial and residential property managing, overseeing , renting, preparing contracts, Ejari renewals follow-up,Email communication, maintenance, facility management coordination, utility coordination, and upkeep of all properties-related task.

### Real Estate Administrator/ Leasing Coordinator (Nov 2021 – Aug 2022)

#### Saraya Properties L.L.C.

##### Al Garhoud, Dubai

- Answering inquiries ( Phone call, Email, Whats app , walk-in
- Oversee and maintain more than 200 + properties
- Assisting client for viewing properties answering question and finalizing terms of lease
- Calculating lease terms, commencement date, expiration dates renewal/ non renewal deadlines
- Preparing Proposal, Payment schedule, Tenancy contract, Ejari, receipt, renewal notice, rental index edit and draft letters , addendum and all other property related documents for new and renewal
- Handled and maintain all AMC , DEWA, DCD, Service fee, Insurance policy and other utility bills
- Coordinate move-in and move-out inspection
- Entry in CRM for new and renewal
- Monitoring inventory for rentals and renewals
- Collect all payments from the tenants and submit to the accounts department
- Organize and coordinate with tenants maintenance team , security , cleaners and vendor and contractor
- Address tenant complaints, violations, and problems
- Prepare and maintain all records, correspondence, and files
- Managing client database , organize and filing all documents manually electronically
- Update vacant list summary commercial and residential to the agent
- Visiting all property in timely manner
- Monitoring Accounts receivable, payable related to real estate department

### Real Estate Administrator/ Clerk (March 2019– September 2021)

#### RHS Real Estate L.L.C.

##### Al Mankhool, Dubai

- Attend to all front office functions including handling walk in queries and telephonic calls , and email communications, whats app
- Petty cash handling, Cash deposit , cheques collection and distribution
- Invoice receiving and enter in excel processing for payments
- Coordinating with all departments related to Real Estate Leasing activities
- Tracked and managed Assisting property manager in calculating lease terms, commencement date, expiration dates renewal/ non renewal deadlines
- Taking care of department staff leave applications and travel management
- Managing client database , organize and file and maintained confidential information, files and records of employees and business owners. Receipt preparing, Letters , NOC drafting and editing and Noqodi top up
- Etisalat SIM activation / Cancellation in B2B portal More than 500 + connections for group of companies
- Arranging all documents for signature from landlord and tenant

**PASSPORT DETAILS**

**Passport No** : S8134522  
**Place of Issue** : Dubai  
**Date of Issue** :18.01.2021  
**Expiry Date** :17.03.2031

**DATE OF BIRTH**

28/03/1981

**RELIGION**

- Christian RC

**DRIVING**

- No

**REFERENCE**

Available Upon Request

- Calculating lease terms, commencement date, expiration dates renewal/ non renewal deadlines
- Preparing Proposal, Payment schedule, Tenancy contract, Ejari, receipt, renewal notice, rental index edit and draft letters ,addendum and all other property related documents for new and renewal
- Handled and maintain all AMC ,DEWA,DCD, Service fee, Insurance policy and other utility bills
- Coordinate move-in and move-out inspection
- Entry in CRM for new and renewal
- Monitoring inventory for rentals and renewals
- Collect all payments from the tenants and submit to the accounts department
- maintain office supplies by placing orders and evaluating new products.

**Administrative Assistant (July 2013– March 2019)**

**Farnek Services LLC.**

**Al Quoz, Dubai .**

- Greet and welcome guests in person and on phone answer and direct inquiries to designated department.
- Maintain log books, including sign-in/out logs, front desk expenditures, and calls received.
- Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.
- Develop and utilize effective filing and retrieval systems, and maintain office supplies by placing orders and evaluating new products.
- Manage front office reception area by cleaning and organizing desk and visitor lobby.
- Collection and distribution of cheque & invoices
- Arrange Meeting Hall

**ACCADEMIC DETAILS**

**Bachelor Of Commerce Completed in 2005 (Mahatthna Gandhi Univlersity Kottayam**

**Place**  
**Dubai**

**Name**  
**Binu Francis**