



DUBAI / UAE

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ZAHID ABDULLA

OVERVIEW

Property Manager - High Rise Towers, Shopping Malls & Residential Villa Compound

Senior professional in property management of commercial & retail portfolio seeking a challenging position in a company that allows me to utilize my skills, knowledge, and experience to accomplish a common mission.

KEY SKILLS & COMPETENCIES

Property & Asset Management
Tenant Relations & Customer Service
Property Marketing & Business Development
Maintenance & Facility Management

Lease Negotiation & Administration
Financial & Budget Management
Compliance with Real Estate Regulations
Market Analysis & Pricing Strategies

PROFESSIONAL EXPERIENCE

Property Manager (Al Baker Group)

Doha, Qatar –

November 2018 – November 2024.

Oversee directly all aspects of Al Baker Group's real estate, leased and managed designated portfolio within the residential and commercial asset classes. Served as the primary point of contact tenants addressing inquiries, concerns and resolving issues promptly. Conduct regular property inspections to ensure tenant compliance with lease agreements and property rules. Conduct market analysis on competitors and industry trends, Responsible for overseeing tenant relations, maintenance and repairs, Security & Safety and all administrative tasks to maintain accurate and organized property records, Including leases, contracts and correspondence.

Leasing Manager (High Rise Towers)

Engel & Voelker's.

Doha, Qatar

September 2014 – October 2018

Efficiently managed the operations and coordination of all aspects of high-rise commercial towers & residential townships, Including data and file management, customer service, reporting, systems support, lease administration and employee monitoring. Meeting with prospective tenants, identifying their housing needs, interviewing them to determine eligibility, preparing leases and conducting move-ins and move-outs, collecting rent from residents, maintaining resident files, verifying amount paid, depositing rent checks and sending verified information to the corporate office.

Overall responsibility for client relationships and meetings, Interact with top Management and clients, Review procedures and recommend solutions in order to improve efficiencies.

Property Manager

Innovative Technologies & Contracting.

Feb 2012 to February 2014.

Company Description

ITC Group is one of the region's leading Property development and Interior Designing, Turnkey & Maintenance service providers, serving approximately over a number of clients across Oman and the UAE. ITC offers an extensive range of services.

Responsible for overseeing the day-to-day needs and functions of a Real Estate Development Company which specializes in building and renovating high end developments.

Property Manager for more than 240 residential units and dealt with issues such as: late rent, late night emergencies, Coordinating contractor repairs, complaints, evictions, squatters, new investment property acquisition and transitioning. Managed all Marketing duties through newspaper print, develop and maintain websites, Coordinate broker's tours and open houses,

Leasing Manager –Residential

Royal Desert Group (Dubai)

February 2007 to January 2012

Company Description:

As a Leasing Manager in Royal Desert Group, I was responsible for overseeing the day-to-day operations of property leasing, ensuring optimal occupancy rates and customer satisfaction. Key responsibilities included. Managed a portfolio of residential and commercial properties, ensuring timely lease renewals, new leases, and tenant management, all while meeting set targets for occupancy and revenue. Guided tenants through the leasing process from initial inquiry to move-in, fostering strong relationships and addressing any concerns promptly. Ensured high levels of tenant satisfaction and retention.

Languages

English	-	Fluent
Hindi	-	Fluent
Arabic	-	Basic