

JS011

PERSONAL STATEMENT

I'm highly motivated, work well as part of a team and have a caring personality with some 5years work experience gained by working for a property managing agent.

OBJECTIVES

To make my career in a dynamic, growth-oriented organization that offers challenging opportunities & excellent working environment.

WORKING EXPERIENCE

I work for residential property managing agent. My duties include the following.

- Entering and updating data on the property management system.
- Opening post in accordance with procedures.
- Scanning of all incoming paperwork, letters, invoices etc. and forwarding them to the head office.
- Responding to emails.
- Issuing of parking permits.
- Receiving and issuing packages for residents.
- Dealing with receipt of money from residents,
- To assist the Estate Manager to manage the estate in accordance with the duties and obligations set out in the lease.
- Dealing with minor breaches of lease terms.
- Instructing contractors for minor works and progress chasing the same
- Ensuring Contractor have proper liability insurance in place
- Taking responsibility for the distribution of information – circulars, newsletters, notices to those concerned
- Liaising with contractors
- Photocopying, Filing and providing administrative assistance to other within the estate Office.

QUALIFICATION

AIRPM

REFRANCES AVAILABLE FROM PREVIOUS & CURRENT EMPLOYERS