



Isaac Ally Sinda

Professional experience

Property Listing Coordinator, F A M Properties, Dubai

Year : 2021 – 2023

Duties

- ALL ADVERTISING PORTALS MANAGEMENT (BAYUT, DUBIZZLE AND PROPERTY FINDER).
- Preparing Tenancy Contracts, Addendum, MOU, No Objection Certificate
- Preparing digital contracts: Form A, B,F & I
- Drafting and preparing listings for Verifications
- Application for Trakheesi Permits.
- Ensuring proper listing of properties, title, descriptions, good quality of photos before go-live to advertisement portals – Bayut and Property Finder
- Maintain documents related to the property listing, sales & rental transactions.
- Coordinate with developers for brokerage registration, to obtain NOC for Agents to access to the developer’s online portal.
- Email extension and Whatsapp rocket online marketing
- Assisting in maintaining and updating the Company's database system
- Developer registration, renewals and gathering materials.
- Calling the landlords for their property availability

Property Coordinator, Atomic Properties International City

Year: 2017 – 2020

Duties

- Handling all lease documentation and tenant management.
- Conducting property viewings/visits to ensure compliance with maintenance standards and identify improvement opportunities.
- Negotiating lease contracts and enforce lease terms.
- Addressing tenant inquiries, concerns, and conducting inspections of vacated units
- Ejari registration, renewing of tenancy contracts, and termination of leasing contracts.
- Coordinating repairs and maintenance tasks, overseeing contractor activities as needed.
- Managing rent collection, addressing late payments, and overseeing operational expenses.
- Initiating lease terminations and managing eviction processes, when required.
- Coordinating with Service providers, vendors e.g., security, cleaners & FM company
- Arranging move in inspections/ move out inspections.
- Security deposit settlements with tenants & landlord
- Ensuring units are ready for next tenant

Personal information

Address

Jumeirah 1, Al wasl

Phone number

+971 50 186 1380

Email

Scarol300@gmail.com

Marital Status:

Married

Visa Status:

Cancelled

Skills and Abilities

- Expert in trakheesi, Dubai rest, advertisement portals
- Expert in drafting MOU (Form F), Contracts, addendum etc.
- Excellent communications skills Witten and oral
- Aware of DLD Laws & Régulations
- Proficiency in MS software packages

Languages

- English
- Swahili

Education

Degree in Laws (LLB), Ruaha University College, Iringa, Tanzania

Year of obtaining: 2009