



Isaac Ally Sinda

Listing Property
Coordinator/Admin

scarol300@gmail.com

+97150 823 5316

Jumeirah 1, Villa 311A

18/12/1984

Married

Tanzanian

Languages

English Native

Speaker Swahili Native

Skills

Excellent knowledge in Real
Estate and Property
Management
outs and contracts

Good customer relations and

EXPERIENCES

2021 - 2023

Property Coordinator/Sales Admin Support

F A M Properties, Dubai

1. Sales Documentation & CRM Management

- Prepare and manage **Sale and Purchase Agreements (SPA)**, booking forms, and reservation documents.
- Update and maintain **CRM systems** (e.g., Property Finder, Salesforce, Bayut, or PropSpace).
- Trakheesi and permit application and creation of Form A,B,F and I
- Track buyer documents: passports, Emirates IDs, proof of funds, power of attorney (if applicable).

2. Transaction Support

- Coordinate with legal teams to validate contracts.
- Submit documents to **Dubai Land Department (DLD)** and manage **Oqood registration** for off-plan sales.

3. Client Communication & Support

- Serve as the **main point of contact** for clients after a sale is initiated.
- Provide updates on unit availability, reservation status, payment deadlines, and handover dates.
- Assist with snagging appointments, NOC processing, and title deed issuance.

4. Sales Reporting & Data Analysis

- Prepare regular reports on:
 - Units sold vs. available
 - Sales team performance
 - Collections and payment status
- Track KPIs for internal management review.

5. Liaison Between Teams

- Coordinate between:
 - Sales agents and management
 - Legal and finance teams
 - External brokers and developers
- Schedule meetings, project updates, and document handovers between parties.

Skills

Excellent time management Skills

The ability to work under pressure

The ability to work independently with little supervision.

Interests

Interacting with multiple cultural nationalities

Music and Dance and Drama

EXPERIENCES

2017 - 2020

Listing Property Coordinator/Admin Leasing

Atomic Properties, International City Branch, Dubai

1. Handling all lease documentation and tenant management.
2. Utilizing effective advertising, property viewings, and referral strategies to attract and secure new tenants.
3. Conducting property viewings/visits to ensure compliance with maintenance standards and identify improvement opportunities.
4. Negotiating lease agreements and enforce lease terms.
5. Addressing tenant inquiries, concerns, and conducting inspections of vacated units.
6. Ejari registration, renewing of tenancy contracts, and termination of leasing contracts.
7. Coordinating repairs and maintenance tasks, overseeing contractor activities as needed.
8. Maintaining meticulous records of financial transactions, leases, complaints, maintenance activities, etc.
9. Managing rent collection, addressing late payments, and overseeing operational expenses.
10. Initiating lease terminations and managing eviction processes, when required.
11. Ensuring accurate maintenance of property documents, such as title deeds and valuation records.
12. Coordinating with Service providers, vendors e.g., security, cleaners & FM company
13. Arranging move in inspections/ move out inspections.
14. Security deposit settlements with tenants & landlord
15. Ensuring units are ready for next tenant.

Education

2005
· 2009

LLB Bachelors of Law

Ruaha University College, Iringa, Tanzania, Iringa