



MARIA CARDOZO

Office Manager/
Executive Assistant/
Manager – Admin & HR /
Manager – Property Sales Admin
Relationship Manager

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DOB February 16, 1978

Valid U.A.E. Driving License

JVC, Dubai, UAE

<https://www.linkedin.com/in/maria-1602>

EDUCATION

Bachelor of Commerce

University of Mumbai, India

Secretarial Diploma

Clare's Institute, Mumbai, India

LANGUAGE

English, Hindi, Marathi & Konkani

HOBBIES

Cooking, Photography and Music

ABOUT MYSELF

Over 20 years of work experience, ensuring office operations run smoothly, juggle a variety of responsibilities meeting high quality standards, organized and good negotiating skills. Possess good communication skills and able to interact with many different individuals in a professional manner and maintain a healthy environment.

WORK EXPERIENCE

- December, 2023 till Date

SOHO Development LLC, Dubai, UAE

(Industry – Real Estate Developer)

Manager – Admin & HR

Reporting to the Chairman & CEO

Admin & HR Management

- Served as the primary point of contact, handling diary, meetings, and correspondence for the Management.
- Managed office and facilities management, corporate brand designing, social media, website, IT, press release, fleet management, procurement, contracts and cost control.
- Overseeing recruitment, on boarding, employee relations, benefits administration, payroll, insurance, leave, visa, events and exit procedures.
- Fostered positive employee relations, handle conflicts, and ensure fair treatment.
- Developed, Implemented HR & Admin process, policy and strategies.
- Property management for the residential rental units of the management.
- Led and managed a team of administrative professionals.

Property Sales Administration

- Managing off plan property sales pricing, RERA registration, sales contracts, KYC, sales-related documentation, Oqood registration and construction progress.
- Collaboration with thirty party sales teams to ensure accurate and timely processing of sales transactions and customer satisfaction.
- Served as the primary liaison between clients and the organization and addressing all concerns promptly.
- Analyzed and optimized sales processes to improve efficiency and effectiveness, maintaining sales reports and inventory.
- Ensuring timely Invoice and receipts generation and verification of incoming funds.
- Identified and mitigated potential risks associated with sales transactions.

SKILLS

Computer Skills

- Monday.com
- Canva
- HubSpot
- Oracle
- Master key
- Basecamp – Project Management
- PayTabs
- Teams
- Zoom
- Google
- Microsoft Word
- PowerPoint
- Excel
- Outlook
- Intranet Depository system
- Photo/ Video Editing
- Time Lapse

Professional Skills

- Executive Support
- Diary & Meeting Coordination
- Customer Management
- Administration
- Recruitment
- Office Management
- Property Sales Admin
- Project Management
- Rentals & Property Management
- Procurement
- Expense Management
- Marketing & Branding
- Facility Management
- Contracts Management
- Heavy Machinery
- Business Development
- Market Research

STRENGTHS

- Organized
- Excellent Time Management
- Team Player
- Efficient Communication
- Responsible
- Reliable
- Sincere
- Good Negotiator

- September, 2022 till December, 2023

Alam Steel Group, Dubai, UAE

(Industry – Steel Distribution)

Executive Assistant

Reporting to the Chairman & CEO

- November, 2021 till December, 2021

Casio Middle East FZE, Dubai, UAE

(Industry – Electronics Manufacturing)

Assistant Admin Manager (Limited Contract – Maternity Cover)

Reporting to the Sr. GM & Managing Director

- December, 2020 till January, 2021

GAIN Online Services FZCO, Dubai, UAE

(Industry – E-commerce connecting Real Estate communities to Goods and Services)

Executive Assistant (Limited Contract – Startup)

Reporting to the Managing Director

- February, 2010 till May, 2019

EasyGo Commercial Broker LLC, Dubai, UAE

(Industry – Heavy Construction Equipment's)

Office Manager

Reporting to the Managing Director

- March, 2006 till January, 2009

Emaar Properties PJSC, Hamptons International MENA, Dubai, UAE

(Industry – Real Estate)

Manager – Corporate Services – Startup (Promoted Twice)

Reporting to the Managing Director & Director of Sales/Leasing

- October, 2002 till March, 2006

Greenline Interiors, Sharjah, UAE

(Industry – Interior Design)

HR and Department Secretary

Reporting to the Senior Management and CEO

- February, 2000 till February, 2002

ICICI Bank Limited, Mumbai, India

(Industry – Banking)

Customer Service Executive

Reporting to the Branch Manager

STRONGEST ACHIEVEMENTS

- Played a vital part in the property sales administration for SOHO The Berkeley off plan project, ensuring smooth process and enhanced customer experience.
- At Emaar Properties I was part of the core team that set up the Hamptons International brand from scratch in the Middle East region. I played a crucial multi-faceted role including branding, recruitment, purchasing, creating and implementing policies and procedures. I was instrumental in the foundation and growth of the company as a result of which it was a huge success within an incredibly short span of time. I coordinated and managed the setting up of four new Dubai offices in Burj Khalifa, Emaar Business Park, Dubai Marina and The Lakes. I was promoted twice during my tenure, initially from Secretary to PA/ Office Administrator and later to Manager - Corporate Services.

REFERENCES

- Mr. Sahil Khosla - CEO
SOHO Development LLC
050 266 0400, sahil@sohodubai.com
- Mr. Vikram Bhatia - CEO
Alam Steel Group
050 651 6267, vikram@alamdubai.com
- Mr. Mahaveer Bhandari - Managing Director
Glaze Management Consultancy LLC (Ex-Finance Manager - Alam Steel Group)
052 581 4326, mr.mahaveer@gmail.com
- Mr. Sam Issa - Managing Director
GAIN Online Services FZCO & Realpoint Real Estate Consultancy
056 480 2980, sam.issa@gain.ae
- Ms. Fatima Shaikh - Managing Director
EasyGo Commercial Broker LLC
050 788 4032, ecbdubai@hotmail.com
- Ms. Aurore Maupou - Ex-Director of Sales/Leasing
Emaar Properties PJSC, Hamptons International MENA
050 624 7745, auroremaupou@yahoo.com
- Mr. Nasser Rafi - Ex-CEO, Emaar Malls Group
(Ex-Managing Director - Emaar Properties PJSC, Hamptons International MENA)