



## **JINU K**

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### **Profile summary**

Strong leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency. Uses independent decision-making skills and sound judgment to positively impact company success.

### **Core competencies**

- Lease Management
- Tenancy Renewals & New Lease
- Facilities Management
- Fleet Management
- Municipality Works in UAE
- Vendor Management

### **Career Objective**

An office administration position in which I can contribute to the development of the organization with my extensive administrative management experience and build a long-term career with an opportunity for professional growth.

### **Career Highlights**

- Efficiently Managed 288 Tenancy Contracts across UAE for the organization.
- Managed 158 Retail units Tenancy Contracts across UAE.
- Administer and manage all contractual agreements including AMCs.
- In-depth knowledge of UAE tenancy rules and expertise in taking necessary actions.
- Successfully managed relationships with over 180 landlords in UAE.
- Approach the Landlord's office well in advance for the renewals.
- Negotiate and renew the tenancy contracts with the best rates.
- Complete the Tenancy renewal process prior to the Tenancy Expiry Date.
- Single point of contact for the Facility Management and Maintenance works.
- Experience in working with municipalities across UAE.
- Dealing with DEWA, SEWA, ETIHAD W&E and ADDC - a single point of contact for the organization.
- Responsible for handling administration budget of over 40 million AED
- Achieved AED1.7 M rent savings from tenancy renewals from Jan – Aug 2018.
- Dealt with the maintenance companies and managing the premises facilities and maintenance works (Fire Alarm, CCTV, Elevators Service, AC Units and all other related maintenance works).
- Recommended cost-effective vehicles & method to reduce the operational cost resulting in 12% savings in total expenses.
- Ensured smooth running of accommodation facilities & maintenance; including safety and well-being of guests and residents resulting in zero incident reports.
- Acting as single point of contact for all new candidates who arriving in UAE.
- Familiar with working in technologies like HRMS, MMS and AMS

## **Neo Prime Technical Services (5 Jan 22 to Till Date)**

### **Manager – Administration**

- Lease Contract Management
- Facilities Management
- Company Policies & Procedures.
- Trade License Renewals
- Office Administration.
- Staff Accommodation Management.
- Procurement & Documentation.
- Project Management (CCTV)
- Vendors/ Clients Management.

## **UAE Exchange Centre LLC (Sep 2008 to 30 Nov 2021)**

### **Sr. Associate – Facilities & Administration.**

#### **Lease Management**

- Tenancy Contract Management – Retail, Stores and Residential Units.
- Approach the Landlord's office well in advance for the renewals.
- Efficiently Managed 288 Tenancy Contracts across UAE for the organization.
- Facilities Management and AMC Maintenance.
- Allocation of Guest Accommodation (House Booking and Guest House Management).
- Successfully managed relationships with over 180 landlords & Real Estate companies in UAE.
- Managing tenancy contracts – Negotiations with landlords, Municipality registrations and transact with DEWA, SEWA, ETHIHAD W&E, ADDC, AADC, EMICOOL & EMPOWER.
- Dealt with the maintenance companies and managing the premises facilities and maintenance works (Fire Alarm, CCTV, Elevators Service, AC Units and all other related maintenance works).

#### **Facility Management & Maintenance Works.**

- In charge of the day-to-day operations of the accommodation & fleet administration having the budget of AED 30 million and including 420 vehicles..
- Successfully managed relationships with over 180 landlords in UAE.
- Managing & monitoring the staff for better accommodation controls.
- Ensuring company's compliance to accommodation policies, legislation, and procedures to do with maintenance.
- Regularly liaising with external & internal stakeholders to ensure hassle free operations.
- Completion of renewals and registrations on time to avoid any penalties.
- Resolving and managing queries and complaints courteously and efficiently.
- Inspecting the accommodation to ensure hygiene and health and safety regulations are met, also carry out risk assessments as necessary.
- Supervising the work of cleaning staff and ensuring standards are maintained.
- Making sure adequate security for the building is provided.
- Efficiently managing, monitoring, training & developing a team of drivers and vehicles.
- Ensuring company's compliance of all transport policies, legislation, and procedures.
- Monitored management system and tracked all movements of fleets.
- Analyzed lifecycle of fleet and recommended replacements / sale of fleets according to cost / aging of vehicles.

## **On Boarding**

- Single point of contact for new employees for first 30 days.
- Maintain information in the Applicant Tracking System in Human Resource Information Systems.
- Manage official trips of management team

## **ICICI Bank Ltd.-Trichur, Kerala, India (OCT 2007 – JUN 2008)**

### **Business Development Executive - Bank Products**

- Market Bank Products.
- Relationship management with existing companies & clients.
- Prepare monthly reports.
- Create new business opportunity for the bank.

## **Popular Vehicles and Services Ltd. Cochin (Jan 2004 – Sep 2007)**

### **Customer Care Executive- Sales & Service**

- Designing and implementing Customer Care activities for marketing.
- Conducting customer meets.
- Collecting customer requirements and needs.
- Promoting the sales and purchase of Suzuki pre-owned cars.
- Good motivator to the team members.
- Study the market conditions and report to the Branch manager.
- Preparing daily and monthly reports.

## **Education**

- B-Com from MG University College
- eACCP Aptech Certified Computer Professional (3 Years of Computer Application Course)

## **Personal details**

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Nationality	:	Indian
Sex	:	Male
Languages known	:	English, Hindi & Malayalam
Date of Birth	:	12 Jan 1982
Marital Status	:	Married
Visa Status	:	Residence Visa
Valid UAE Driving license	:	Yes