

Hamad Alloush



PERSONAL INFORMATION

Nationality : Lebanese
Date & Place of Birth: Oct, 08 1976 Kuwait
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CAREER OBJECTIVE

Looking for A challenging position to enhance my knowledge and Experience in Leasing, Property & Facilities management.

SKILLS AND KNOWLEDGE THOROUGH TRAINING

- Property Management
- Facilities Management
- Leasing

QUALIFICATIONS:

IT Diploma – New Horizon Institute – Kuwait 2002
High School – AL Hariry School – Kuwait 1995

COMPUTER SKILLS:

- Proficient in Microsoft Word, Microsoft Excel and PowerPoint.
- Having good experience in sending mails using MS-Outlook.
- CAFM system and PR software

LANGUAGES:

Arabic: Mother tongue

English: Reading and writing and speaking (Very Good)

EXPERIENCE:

Property & Facilities Manager (Soft Service) (Al Nawadi Holding Co.)

From 1, Nov, 2013 till 15, June, 2021

Al Nawadi Holding Projects:

(Norma Mall, Miral Complex, Noor Tower, Sahab Tower, Bibi Tower, Levels hotel apartments Tower) & Sabah Al Salem Residential Building

Responsibilities:

- Maintains property rentals by filling vacancies, negotiating and enforcing leases, and maintaining and securing premises.
- Attracts tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units.
- Contracts with tenants by negotiating leases and collecting security deposit.
- Maintains building systems by contracting for maintenance services and supervising repairs.
- Secures property by contracting with security service, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
- Maintaining a safe work environment for all employees
- Managing facilities planning and space allocation
- Coordinating with department heads and building contractors
- Negotiating bids and contracts for third party workers
- Managing and supervising all facilities personnel

REFERENCES

Eng. Rakan Bouzo

Mob# 66877927

Occupation: General Supervisor

Al Ahmadiya general trading & contracting Co.