

MARCEL KAVIAN

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A commercial real estate professional with 15+ years experience in driving strategic operations, financial and analytical aspects, acquisitions underwriting and due diligence, and asset management of \$1B AUM throughout the United States.

Work Experience

Kavian Realty • CFO; Director Acquisitions/Dispositions & Asset Management

Great Neck, NY (*October 2010 – Present*)

- Develop and implement business plan as it relates to real estate investment cycle, including acquisitions & dispositions, leasing, construction, operations, equity and debt financing, cash flow and financial analysis
- Develop and implement asset level strategies and operational initiatives aimed at maximizing value for all real estate assets
- Managing a portfolio of 175 properties, comprising over 4,000 commercial and 3,500 residential units, involves strategic decision-making and hands-on management across various departments, and leading a team of 35 in-house and 18 in-field personnel to ensure seamless operations
- Preparing financial statements, conducting analysis of P&L and balance sheet accounts, managing capital fund allocations, monitoring cash flow, and performing bank reconciliations
- Analyze expenses and ensure that they are recorded properly in accordance with capital improvements budgets, approve and process payment to vendors
- Managing property tax assessments, appeals, and payments across multiple jurisdictions, as well as overseeing insurance renewals for all owned properties
- Monitor all accounting operations for A/R, A/P, tenant billing, chargebacks, and payroll
- Prepare yearly property tax/CAM/insurance reconciliations for all tenants
- Interact with landlords and brokers for acquisitions and dispositions of investment opportunities, and performing their due diligence
- Review and negotiate prospective leases, contracts, and closing documents
- Maintain lease tracking database to monitor leases and amendments for rent commencement, operating expense changes, changes in ownership, and lease terminations
- Assisted in all legal matters including arrears, evictions, and buyouts
- Manage all aspects of tax compliance with external accountants
- Attend various networking events to build relationships with landlords, brokers, and lenders

Namdar Realty Group • Director Acquisitions/Dispositions & Asset Management

Great Neck, NY (*May 2007 – October 2010*)

- Maintain all accounting operations for tenant billing and A/R
- Ensure proper coding of all invoices and payables associated with assigned entities
- Assist in the preparation of monthly and quarterly close, and perform monthly reconciliations
- Reconcile the actual CAM charges billed to the tenants
- Coordinate with outside tax accountants for annual tax return preparation
- Responding to lenders' requests for information
- Quarterly financial reporting to lenders
- Real estate tax schedules – payments, assessments, appeals
- Real estate insurance schedules – payments, renewals
- Prepare timely financial packages for portfolio of properties
- Perform other duties and complete special projects as required from time to time
- Oversaw contractor's performance on repairs and maintenance
- Handled all tenants' complaints, requests, and concerns

Education

New York University • New York, NY (*September 2010 – December 2011*)

- Degree: Master of Science in Real Estate

Queens College (City University of New York) • Flushing, NY (*August 2007 – August 2010*)

- Degree: Bachelor of Arts
- Major: Economics & Accounting
- Minor: International Business
- Certificate of Completion: Paralegal Studies

Additional Credentials & Skills

- New York State Real Estate Broker License
- New York State Emergency Medical Technician (EMT) Certification
- Nassau County Notary Public
- Great Neck & Queens Hatzalah Ambulance Volunteer
- Computer / Mac / Tech Savvy
- Excellent knowledge of Microsoft applications (Word, Excel, Outlook, PowerPoint), QuickBooks, AppFolio, MRI, Yardi
- Languages: English, German, Farsi, Hebrew, French