



# Issadeen Rishma

**legal assistant at Real Mark property management**

Mobile number : Contact Information Hidden

Email Address: Contact Information Hidden

## PERSONAL INFORMATION

Birth date: 02 June 1995 (Age: 28)

Nationality: Sri Lanka

Residence Country: United Arab Emirates

Last CV update: 2024-02-08

## PREFERRED JOB

Preferred Job: legal administrator

## WORK EXPERIENCE

**legal assistant at Real Mark property management**

November 2022 – December 2023

Location: Sri Lanka – Colombo 3

Role: Legal

Industry: Real Estate

**receptionist and administrator at Silverline Over-seas**

January 2020 – April 2021

Location: Sri Lanka – Kurunegala

Role: Administration

Industry: Human Resources Outsourcing

**administrative assistant at Real Mark property management**

June 2021 – October 2022

Location: Sri Lanka – Colombo 3

Role: Administration

Industry: Real Estate

## EDUCATION

**Bachelor's degree / Business Law at University Of Jaffna Sri Lanka – Jaffna May 2019**

**Diploma / English Studies at institute of English affiliated with NCI tutorial college Sri Lanka – Kurunegala August 2015**

## SKILLS

Ability to maintain confidentiality / Level: Expert

Graphic design / Level: Expert

Attention to detail / Level: Expert

Problem-solving skills & adaptability. / Level: Expert

ability to multitask / Level: Expert  
Leaderships / Level: Expert  
Microsoft Office Suite / Level: Expert  
Fluent in English, written and spoken. / Level: Expert  
time Management / Level: Expert  
interpersonal skills. / Level: Expert  
communication skills / Level: Expert  
Self-motivated / Level: Expert

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## LANGUAGES

English / Level: Expert  
Tamil / Level: Native Speaker

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## CERTIFICATION

Issued in: 2012-04-01  
Expiry date: This certificate does not expire

Issued in: 2009-04-01  
Expiry date: This certificate does not expire

Issued in: 2009-04-01  
Expiry date: This certificate does not expire

### Marketing Management For young leaders

Expiry date: This certificate does not expire

Issued in: 2012-04-01  
Expiry date: This certificate does not expire

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## ORIGINAL CV ATTACHMENT

First name hiddenLast name hidden – LLB Legal Assistant/ Administrative Assistant  
CONTACT INFORMATION ♀ Female ♀ rishuaafiya21 ♀ AL Barsha, TCOM, Dubai ♀ www.linkedin.com/in/issadeen-rishma-2b65a3208  
EDUCATION Bachelor of Laws (LLB) at the University of Jaffna–Diploma in English ( REGD NO CPC/K/DSI  
Institute of English Affiliated with NCI tutorial College (08/2014–08/2015)  
CERTIFICATIONS \* Diploma in Microsoft Office at Asian Computer Education Pvt. Ltd., a limited professional and vocational training organization\* Diploma in Microsoft Office at Asian Computer Education Pvt. Ltd., a limited professional and vocational training organization\* Successfully completed 7-day workshop on Marketing Management For young leaders, conducted By ICAS College.\* Certificate in creative writing competition\* Certificate in Recitation at English Day competition \* Certificate in Oratory Impromptu at English language Competition (08/2014–08/2014) \* Certificate in creative writing at English Language Competition (08/2014–08/2014) \* Certificate in provincial-level ICT students' debates (05/2013–05/2013) \* Certificate in English Language competition  
LANGUAGE Tamil English Sinhala  
SUMMARY Collaborate effectively with legal professionals, providing support for case preparation, documentation, and seamless teamwork within the legal department.  
WORK EXPERIENCE Real Mark Property Management Legal Assistant \* Negotiated and drafted over 50 commercial and residential real estate contracts, ensuring favorable terms for the company and reducing contract negotiation time by 20%. \* Achieved a 98% accuracy rate in title examinations, identifying and resolving complex title issues efficiently, resulting in a significant reduction in legal disputes and potential financial losses. \* Implemented a comprehensive legal compliance program, performed regular audits, and ensured adherence to real estate laws and regulations, resulting in a

15% decrease in compliance-related issues. \* Streamlined case management, reducing document preparation time by 30% with digital tools. spearheaded client communication, leading to a 25% increase in satisfaction. \* Collaborated with cross-functional teams and facilitated a 15% improvement in overall company risk management. \* Carry out research on land use regulations, contributing to a 10% increase in project approvals. \* Developed training programs for the legal team on emerging real estate laws and industry trends, contributing to a 25% increase in team expertise and efficiencyReal Mark Property Management Administrative Assistant \* Achieved a 20% improvement in overall office efficiency by coordinating, directing, and controlling day to-day administrative activities. \* Managing incoming calls, emails, and other communications \* Increased property visibility and inquiries by 30% through strategic posting on advertising portals. \* Drafted and finalized tenancy contracts for new and renewed properties, ensuring accuracy and compliance with legal standards. \*Maintained a 98% completion rate for listing documents within compliance guidelines, enhancing regulatory adherence and data accuracy. developed training sessions for new administrative staff. \* Provided essential support to the team, contributing to a 15% increase in successful leasing and salesSKILLS Microsoft Office Suite Self-motivatedAttention to detail and ability to multitask Fluent in English, written and spoken. Problem-solving skills and adaptability. Ability to maintain confidentiality communication and interpersonal skills. transactions through efficient coordination and assistance.Silverline over- seas Receptionist cum Administrative assistant I oversaw the reception area for a neat and presentable appearance.supported 50 individuals daily, creating an inviting office atmosphere. \* directed 25 daily phone calls, ensuring accurate connections to the right individuals or departments. \* Scheduled and confirmed five weekly client and staff appointments, coordinating meeting room bookings.provided administrative support across departments. \* Assisted in document preparation, data entry, and report generation. \* Managed the handling of 15 daily incoming and outgoing mail and packages. \* Acted as a liaison, improving customer satisfaction by 25% through seamless communication. implemented an efficient filing system, reducing retrieval time by 30%. handled sensitive information with discretion and maintained confidentiality. Prioritised tasks to meet deadlines effectively.©goodcv.com



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