



Jade-Leigh Judd

Retail Property Assistant



+971 583 058 721 United Arab Emirates, Dubai



Aestheticgazes@gmail.com

My Career Objective: To leverage my skills and experience as a Property Assistant and Manager, contributing to the company's mission of excellence in property management. I aim to support operational efficiency, enhance tenant satisfaction, and drive sustainable growth through proactive management and strategic initiatives.

WORK EXPERIENCE

FEBRUARY
2020 - APR
2022

VERITAS ACADEMICS

PERSONAL ASSISTANT TO THE DIRECTOR

- Monitoring the directors emails
- Reporting to him directly
- Manage the director's calendar and diary
- Answering calls and liaising with the clients and suppliers
 - Communicating with parents
 - Assisting parents and prospective parents with any queries and complaints
 - Ordering school supplies
- Minute Meetings
- Planning School Events
- Managing the filing and general office systems

MAY 2022 -
PRESENT

PEPKOR PROPERTIES HOLDINGS LIMITED

PROPERTY ASSISTANT

- Responsibilities:
 - Supporting property managers in day-to-day operations
 - Assisting with Lease Agreements and Tenant Communications
 - Coordinating property maintenance and repairs
 - Managing Property databases and documents
 - Preparing Board Presentations /
 - Preparing Offers for Renewals as well as for New Stores
 - Liaising with Legal and Accounts Departments



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MAY 2022 -
AUG 2024

PEPKOR PROPERTIES HOLDINGS LIMITED

PROPERTY ASSISTANT

- Skills Utilized:
 - utilizing strong organizational skills to maintain property records
 - Communicating effectively with Tenants and Vendors
 - Analyzing market trends to support decision-making
- Achievements:
 - Successfully negotiated favorable lease terms resulting in increased occupancy rates
 - Implemented a new digital filing system that improved efficiency
- Collaborations:
 - Working closely with the Legal Department to ensure lease compliance
- Company Cultures and Values:
 - Embracing a commitment to sustainability in property management practices
 - Promoting a customer-centric approach in tenant relations.



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EDUCATION

2015 - 2019

HENLEY HIGH AND PREPARATORY SCHOOL

IEB National Senior Certificate

2020 -
PRESENT

BMT COLLEGE

Human Resources Management

SKILLS

- Proficiency
- Strong Organizational Skills
- Excellent Communication Skills
- Knowledge of Lease Agreements
- Detail-orientated
- Problem-solving Skills
- Team Player
- Understanding Market Trends
- Commitment to customer service excellence and tenant satisfaction