



Paul Girotti

Lettings
Administrator

Contact

Phone:
07777777777

Email:
p.girotti@email.com

Location:
Birmingham, UK

LinkedIn:
linkedin.com/in/paulgirotti

Core Skills

Tenancy
Agreements

Customer Service

Database
Management

Conflict Resolution

Property Viewings

Regulatory
Compliance

Deposit Protection

Professional Profile

Detail-oriented Lettings Administrator with 5+ years experience in the UK property management industry. Proficient in organizing property listings, tenant agreements, and tenant screenings, with excellent knowledge of UK housing regulations. Certified GDPR Practitioner adept at providing exceptional customer service and maintaining efficient administrative processes to support landlords and tenants.

Career Summary

Austen Lettings, Birmingham

Lettings Administrator | Feb 2021 - Present

- Maintained client databases, sent internal correspondence, and composed emails
- Conducted tenant screenings, credit and reference checks, and income verification
- Prepared and executed tenancy agreements in accordance with UK regulations
- Regularly inspected rental properties to ensure safety and maintenance standards
- Managed maintenance requests and inquiries from tenants

UNITE Students, Birmingham

Administrator | Jul 2019 - Feb 2021

- Organized the office calendar and scheduled meetings
- Handled office tasks including data entry, filing, and communication
- Maintained detailed records of student leases and occupancy status
- Filed financial transactions, including rent collection and utility payments

Education

- Diploma in Property Management | NPAA | Jun 2023
- Certified GDPR Practitioner | IAPP | Feb 2021
- BTEC Level 3 Business (Distinction) | St John's College | Sep 2017 - Jun 2019
- 7 x GCSEs (grades B-C) | Crawley Secondary School | Sep 2015 - Jun 2017