

## **Curriculum Vitae of Aysha Fakier**

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### **Executive Summary**

I have acquired and developed skills in facilitation, communication, conflict management, presentation, teamwork, time management, report writing and research as well as the internet and different Ms Office applications. Through my academic years and previous job I developed strong team working skills, leadership, analytic, interpersonal skills and an ability to work in often exigent conditions.

### **Personal Details**

ID Number	:	740125 0252 08 0
Nationality	:	South African
Gender	:	Female
Driver's License	:	08

### **Academic History**

Last School Attended	:	Lyceum College
Year Completed	:	1998
Level Attained	:	Matric

### **Post School Education**

Institute	:	Academy of Learning
Period	:	1990
Qualification	:	Typing and Office Skills

### **Business Applications**

Nicor, MDA, SAP, Proptools, Windows, Excel, Sybrin.

### **Additional Courses and Achievements**

MERIT AWARD: Best performer at the Department of Land Affairs (1991 – 2007)

**References:**

**Department of Land Affairs**

Mr. Allan Stephens (Registrar of Deeds Johannesburg)  
011 843 8330/1

**JHI Properties (Pty) Ltd**

Mr. Preshaan Ramsamy (Portfolio Executive)  
011 911 8000 /or/ 072 1461 765

**Periscopic Properties**

Mr. Jonathan Altman  
082 853 8141

**Broll Properties**

Mr. M Daniels  
074 508 9487

**Akhonabroll –Southgate Mall**

Ms. Shay Sheik  
082 372 0002

## **Employment History**

### **Broll Properties**

Period : 09/2012 – 11/2012

#### **Leasing Administration Manager Southgate Mall**

##### **Responsibilities:**

- To provide lease & general administrative support to the leasing division, main activities of this role is to handle admin/tenant queries as they come in on behalf of the Portfolio Managers. Process applications - Prepare lease agreements - Load Broll Online.
- Prepare all reports for landlord and management meetings.

### **Periscopic Property Management**

Period : 03/2012 to 08/2012

#### **Property Manager Coordinator**

##### **Property Leasing Manager**

##### **Responsibilities:**

- Responsible for letting and leasing services with the departments
- Management of equipment, Commercial and Retail leases.
- Management of lease renewal and termination processes.
- Manage, monitor and control departmental income and expenditure budgets.
- Act as coordinator and customer liaison between the external and internal clients.
- System and people management.
- Do take on of new buildings on system and ensure all documentation received is in order.
- Visit new buildings to ensure all correspondence received correspond with new Leasing Schedule.
- Ensure that take on run smoothly with the first statement run.
- Provide assistance to debtors on municipal and rates accounts.
- Checking off all leasing administrators work.
- To provide acceptable weekly and monthly reports on all leases due for renewal and leases concluded.
- Attend monthly rent roll meetings.
- Assist with marketing of vacant premises.
- Liaise with Centre Management.
- Preparing offers to lease and ensure that the necessary credit checks.
- Negotiate terms and conditions of leases with prospective tenants.
- To provide monthly performance report of the department.
- Liaising with tenant co-ordinators and liaising with project managers.
- Ensure that budgeted income targets are met through the leasing process.
- Assist in rent collection, to meet target for the team.
- Ensure that all adjustment on accounts is in order.
- Control over debtors and leasing department.

### **JHI Properties (Pty) Ltd**

Period : 2007 to 2012

#### **Property Administrator**

##### **Responsibilities:**

- Draft and interpretation of leases contracts and follow the entire administration of the leasing process.

- Regular communication with external brokerages and regional estate agents in an effort to advertise building vacancies.
- Liaise with the operations and portfolio managers on works done and contractor payments.
- Assist the credit controllers with difficult adjustments and reconciliations.
- Liaise with both internal and external auditors on data extraction and support.
- Submission of second weekly reports to the Landlord and Portfolio Executive on progress in leasing via the Vacancy and Expiry reports.
- Calculate commission and payments internally and to brokers.
- Assess deposit refunds and compilation of documentation.
- Calculate rates and taxes adjustments annually.
- Negotiation with existing and prospective tenants
- Visiting buildings with difficult tenants.
- Compiling of different reports for landlord.
- Worked on the following property portfolio's Vukile, Sanlan, Khula and currently Dipula and Mergence.

### **Centre Manager**

#### **Responsibilities:**

- Manage service providers in line with service level agreements.
- Ensure that the centre is well-maintained at all times.
- Ensure good relations with all stakeholders of the centre – tenants, Constant communication with the property asset management teams to ensure value creation for the centre.
- Assist with the development of the annual budget per building in specific portfolio.
- Provide motivation to explain variances to the budget.
- Conduct site inspections according to a roster in order to identify all possible problems.
- Attend to emergency maintenance issues and provide tenant feedback within the specified timeframes.
- Initiate and monitor maintenance approval and payment processes.
- Complete building inspection form and submit to the Property Manager.
- Complete a monthly overview report.
- Visit the Regional office on a weekly basis and meet with the Property Manager to discuss issues.
- Ensure constant OHSA compliance – through contractor/service provider monitoring.
- Visit sites on a daily basis to gather information.
- Provide assistance to financial procedures: deliver statements, follow-up arrears, etc.
- Attend monthly asset management meetings, arrear, and legal and property management meetings.
- Liaise with relevant Promotion/Marketing companies in respect of marketing for the Centres.
- Manage and collect turnover schedules from tenants on a monthly and annual basis.

### **Assisting Property Manager**

- Manage a portfolio of properties, including office, industrial, commercial and retail types.
- This covers all aspects of property management including leasing, maintenance, and vacancy management.
- Lease negotiation and drafting of leases.
- Overseeing facilities and maintenance of portfolio while managing expenses.
- Liaise with project teams responsible for refurbishments and extensions.

## **Department of Land Affairs, Deeds Registry**

**Period : 1991- 2007**

### **Stock Controller**

#### **Responsibilities:**

- Purchasing of complete stock requirement including inter alia, furniture, building maintenance supplies, stationary.
- Manage control the tender document process.
- Manage supplier payments via ACCPAC programme.
- Building Operations and Maintenance management

### **Personnel Officer**

Responsibilities:

- Managed the Payroll and Leave process.
- Overtime
- System Management

### **Personal Assistant to Registrar of Deeds**

Responsibilities:

- Document typing, travel arrangements, diary planning, liaising with attorneys on registering of deeds process.

### **Deeds Controller / Junior**

Responsibilities:

- Preparation of registration of title deeds.
- Investigate factors on title deed purchasers and sellers.
- Ensuring data integrity on title deeds.
- Manage registration of bonds process.
- Examine deeds and documents for validity and registrability in accordance with Common.
- Statutory, Case Law as well as accepted practice and procedure in Deeds Registration in order to secure a legal title
- Statutory, Case Law as well as accepted practice and procedure in Deeds Registration in order to secure a legal title
- Check notes of faults in deeds for their compatibility and delete notes after the faults have been rectified
- Ensure that the transfer duty, property tax, stamp duty and office fees have been considered and rectified.
- Programme the execution of deeds registration functions
- Give guidance to subordinates and conveyancers when difficulties are experienced with the drafting, controlling and registration of deeds

### **Diagrams and Plans**

Responsibilities:

This information included in this department can help prospective buyers by assisting them with the following.

- Restrictive title deed conditions such as township conditions (e.g. can't keep poultry);
- Reversionary rights;
- Praedial servitudes (right of way, water rights, etc.)
- Personal servitudes of usufruct, habitation and usus.

### **Principal Data Assistant**

Responsibilities:

- Capturing of title deeds, bonds, ANC's contracts.
- Liaise with the public regarding Land Claims and Property enquiries.
- Assisting the public with analysis of township plans and diagrams.
- Liaise with Conveyance attorneys regarding the final registration of title deeds and bonds.

### **Registration of Interdicts**

Responsibilities:

- Assisting in the registration of Interdicts and Withdrawals.

### **Final Check / Black Book**

Responsibilities:

- This is the final stage of registration of a deed. Black book (checked for interdicts) and Notes then deeds can be handed to the conveyancers for Execution and registration.