

ALY RASHAD ABDULLAH

Administrative Coordinator | Property Management Officer | Real Estate Operations

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PROFESSIONAL EXPERIENCE

Property Management Officer

Nufouth Development for Real Estate & Property Management

10/2024 - 09/2025 | Riyadh, Saudi Arabia

- Managed daily property operations including leasing, tenant relations, and contract administration.
- Coordinated maintenance requests and followed up with service providers to ensure timely resolution.
- Monitored rent collections and supported financial follow-ups with tenants.
- Prepared reports and maintained accurate property documentation and records.
- Acted as a liaison between property owners, tenants, and management.
- Contributed to improving occupancy rates and reducing tenant complaints through proactive coordination.

Administrative Coordinator – PR & Patient Experience

Dar Al-Qemma Hospital

03/2020 - 08/2024 | Tanta, Egypt

- Coordinated administrative operations including scheduling, documentation, and interdepartmental communication.
- Managed patient relations and handled feedback and complaints to ensure high satisfaction levels.
- Supported senior management with reports, internal communication, and performance tracking.
- Organized meetings, maintained filing systems, and ensured compliance with internal procedures.

Sales & Marketing Manager

Tanta Real Estate Marketing & Project Management

10/2018 - 02/2020 | Tanta, Egypt

- Led real estate sales activities and supervised marketing campaigns for residential and commercial properties.
- Managed client relationships and negotiated sales agreements.
- Achieved sales targets through effective property promotion and customer engagement.

Sales & Marketing Manager

VIP Real Estate Development

03/2016 - 10/2018 | Tanta, Egypt

Sales & Marketing Officer

Delta for Real Estate Investments & Development

06/2014 - 03/2016 | Tanta, Egypt

LANGUAGES

Arabic Native English Advanced (Full Professional Proficiency)

EDUCATION

Bachelor of Commerce (B.Com) in Business Administration

Tanta University – Egypt

2013

PROFESSIONAL SUMMARY

Experienced Administrative and Property Management Professional with over 12 years of proven experience in administrative coordination, property management operations, and real estate sales. Skilled in leasing administration, tenant relations, contract management, documentation, scheduling, rent collection follow-up, and maintenance coordination. Demonstrated ability to support management, streamline workflows, enhance occupancy rates, and improve operational efficiency. Highly organized, detail-oriented, and committed to delivering professional service within fast-paced real estate and corporate environments.

SKILLS

Technical & Administrative Skills

Property Management & Leasing Operations

Administrative Coordination & Office Management

Documentation & Contract Management

Tenant Relations & Complaint Handling

Maintenance Coordination

CRM Systems

Communication & Negotiation Skills

Microsoft Office Suite (Word, Excel, PowerPoint)

Professional Skills

Communication & Negotiation

Time Management & Organization

Workflow Coordination