

Mariam Ali

CAREER OBJECTIVE

Self-motivated, highly organized & Dynamic Senior Sales, with a proven ability to provide key leasing data, support and reporting procedures directly to the upper management. Aiming to apply my proven record of information management and my 11 years of experience in the leasing field, that will enable me to utilize and expand my acquired skill set and analytical experience, through contributing to the development of the institution.

I'm keen to progress within any company I'm working at and learn more, which will enable me later on to reach a challenging managerial position.

Reputation for displaying integrity & professionalism as a corporate representative, structured and self-managed with a great work ethic.

WORK EXPERIENCE

Feb 2016 – Mar 2020 **ABC Malls (Achrafiye-Dbayeh-Verdun)**

Senior Leasing Specialist

Act as the leasing department's first contact with customers in terms of pre-agreements.

Maintain the tenants' database, maintain working relationships with existing and potential tenants, recommend potential brands and provide support to the leasing department/tenants when needed. My responsibilities include:

- **Handle the whole leasing process:** negotiation, contract conditions, lease policies, contract finalization, leasing financial conditions
- Attending and effectively participating in Verdun Committee to discuss the weekly leasing progress
- Attending and effectively participating in Verdun Marketing workgroup to discuss new ideas to enhance the entertainment in the mall (fashion shows, bazar, popups ...)
- Preparing and discussing the mall budget to the mall CEO & CFO for their approval
- Chosen as a member in ABC **Think Tank** group
- Handle correspondence regarding customers queries, leasing requests and assistance;
- Accurately maintain, update and store the lease requests records and files;
- Interview new lease applicants and provide feedback to the Brand Committee about the company, concept, brand, supplier in an accurate manner;
- Screen and recommend incoming leasing requests according to ABC standards;
- Prepare the leasing presentations that includes potential brands with the collaboration of the Leasing Director in an accurate and timely manner;
- Identify potential brands/concepts through market visit, site survey, magazines
- Coordinate and follow up the opening process of new shops with the Consultant "Khatib & Alami" as per agreed plans and ensure that processes are well implemented (Opening date, execution, etc.);
- Coordinate and follow up closely with the legal department of the tenant general / special conditions; if any
- Accurately and timely handle and prepare the leasing forms on the software;
- Establish and maintain relationships with potential and existing tenants;
- Preparing the assessment sheets | Budget file as per location & brand and submit it to the upper management for their final approval
- Providing new ideas concerning the retail mix strategy
- Perform other job related duties as assigned

Nov 2008 – Jan 2016 **Solidere,**
Property Management Executive Coordinator
My responsibilities include:

- To prepare offers / lease agreements for Souks core, Offices, Apartments & Gold Souks in **Beirut Souks**.
- To update the leasing report
- To coordinate with the marketing, accounting, technical & legal department
- To propose, negotiate, review and agree the most suitable and relevant clauses/terms and conditions
- To manage and administer contract practices in order to ensure that the company rights are well protected during the contract implementation
- To advise the operations team on the contractual rights and liabilities of the project, in order to avoid any future claims or problems
- Filing all the related lease documents
- Follow up invoices & receipts from accounting department
- Encoding & updating the following information:
- New tenant's information
 1. Unit entry
 2. Unit activities
 3. Approved activities
- In addition to any other duties that might be assigned by the Sales & leasing Manager.
- To meet & coordinate with all concerned parties of all the projects we are responsible for (Cinema – Phase II – Beirut Souks – Offices – Apartments - Entertainment Center)
- To attend all meetings with all concerned divisions for developing and improving our various projects.
- To follow up all the pending points related directly to the division, under the division manager supervision.
- To figure out different solutions of improving our projects in addition to solutions for the tenants who might face some problems.
- To attend Solidere "General Assembly"

April 2008 – Nov 2008 **Bestseller,**
Researcher & Planner | Expansion & Development Department
My responsibilities include:

- Search for a new location which best suits our concept and brand image.
- Contact real estate agents in order to see offers for the new shops.
- Contact the mall directory in order to see the key plan and choose the best location.
- Send an outline for the mall directory before each opening in order to be informed of the shop process.
- Researches (country's profile, industry, economy, population, society etc....

Aug 2005 – Apr 2008 **Bestseller,**
Shipping Coordinator | Shipping Department
My responsibilities include:

- Examine contents and compare invoices and orders to verify accuracy of incoming and outgoing shipments.

- Determine shipping methods, specifically shipping procedures, routes and rates
- Prepare Documents such as shipping orders and bills
- Responsible for continuous follow-up on shipments, number of boxes and distribution
- Communicate and distribute information to the specified departments (IT Department, Financial Department, Warehouse and Shops)
- Record shipment data, such as weight, charges and damages for accounting, reporting and record keeping purposes
- Organize and file all shipping documents neatly and efficiently
- Coordinate and communicate constantly with domestic and abroad branches to identify any missing items

EDUCATION

Lebanese American University (LAU), Lebanon
Management

Hariri High School, Lebanon
Lebanese Baccalaureate

COMPUTER SKILLS

- Proficient use of Microsoft Office: Word, Excel and PowerPoint
- Oracle JD Edwards Enterprise Version 8.11 & 9.0; with experience with the following leasing modules:
Lease Setup – Lease Management – New Offers – Amendment – Cancellations
- BI “Business Intelligence”

LANGUAGES

Fluent in spoken and written English and Arabic

Studied French for 7 years as a second language in school

Studied Spanish for 2 years as an elective course in University

ACTIVITIES & INTERESTS

- Travelling
- Reading
- Movies
- Music
- Chess
- Squash