

# Amsyar Naim Ramli

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011 2162 3179

Sungai Petani, Kedah

## Summary

Detail-oriented property management professional with a Bachelor's degree in Property Management. Experienced in overseeing residential and commercial properties, with strong skills in tenant relations, lease administration, maintenance coordination, and property inspections. Seeking to apply my expertise in property management to support a dynamic property management team and continue growing in the field.

## Skills

Microsoft Office, Customer Service, Computer Skills, tenant relations, Building Management, Lease Administration

## Experience

### Building Executive

Iconix Property and Asset Management • Kuala Lumpur

07/2023 - Present

- Manage and oversee operations for 54 residential units under different owners.
- Coordinate maintenance, repairs, and renovations to ensure optimal property condition and resident satisfaction.
- Conduct regular inspections and assessments to identify and address any issues promptly.
- Handle tenant inquiries, complaints, and lease agreements effectively.

### Valuer

Jaz International Sdn. Bhd. • Perda, Pulau Pinang

08/2022 - 06/2023

- Conducted property valuations for various types of real estate, including residential, commercial, and industrial properties.
- Analyzed market trends, property characteristics, and comparable sales data to determine accurate valuations.
- Prepared comprehensive valuation reports for clients, adhering to industry standards and regulations.

## Education

### Bachelor's Degree in Property Management

UiTM • Seri Iskandar, Perak

12/2023

- Graduated with a CGPA of 3.33
- Dean's List Award: Semester 4 and Semester 7
- MUET Band: 3
- Final Year Project: B

### Diploma in Property Management

UiTM • Seri Iskandar, Perak

06/2022

- Graduated with a CGPA of 2.90

## SPM

Sekolah Sains Raja Tun Azlan Shah • Taiping, Perak

12/2015

- 4As 3Bs

