

GEORGE TAN

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OBJECTIVE

- To continue and achieve my career goal as a Condominium Property Manager in the ACMO property management industry.

PROPERTY ADMINISTRATOR

- 4 months experience in luxury residential /retail condominium towers management
- 8+ years experience in commercial /retail /residential / rental property management

EDUCATION AND TRAINING

- RCM Course, Humber College, Jan 2008 to Mar 2009
- Accounting Course, Canadian Business College, Jan 2008
- MS Office Course, Metro College of Technology, Dec 2007
- Real Estate Course, OREA Real Estate College, Jun 2007 to Oct 2007
- Bachelor's Degree in Economics, Shanghai Institute of Foreign Trade, 1987

CORE STRENGTHS

- Effective analytical and problem solving skills
- Perform with a high degree of accuracy and productivity
- Great interpersonal and communication skills
- Excellent customer service skills
- Ability to work under multi-tasking environment
- Advanced skills in Ms Word and Excel

ACCOMPLISHMENTS

- Successfully reduced arrears for two luxury mixed use condominium towers and reduced vacancy for two commercial / retail / residential / rental properties in downtown Toronto.

PROFESSIONAL EXPERIENCE

Relief Property Administrator Jul 2008 - Nov 2008
Harbour View Estate managed by ANDREJS MANAGEMENT INC Toronto, ON

Key Responsibilities:

- Typing correspondence, memo and notice.
- Experience in Accounts Receivable and Payables.
- Assisted and directed tenant enquiries.
- Working with contractors.
- Assisted the Property Manager with day-to-day duties.

Property Administrator Jun 1999 - Aug 2007
AFFORDABLE ACCOMMODATIONS INC Toronto, ON
(Two mixed use commercial, retail, residential rental properties and two other properties)

- Established and sustained excellent owner / tenant / contractor relations.
- Negotiated leasing or rental of properties as directed by property owner.
- Recorded all the leasing or rental activities on the computer and file.
- Collected rent, deposited into bank, reconciled bank statement.
- Reviewed the Accounts Receivable and Accounts Payable correctly and completely.
- Issued, tracked and verified purchase orders and work orders with invoice payable.
- Minimized operational costs and maximized leasing or rental incomes.
- Implemented all the service contracts of repair & maintenance, renovation.
- Supervised building staff, service suppliers and contractors.
- Assisted to prepare management report, financial statement and annual budget.

Import Project Manager Jul 1987 - Mar 1997
CHINA NATIONAL TECHNICAL IMPORT & EXPORT CORP

- As agent to assist end-user to get import project proposal approval, tender and award contract, negotiate, prepare, execute contract and release payment after acceptance and test run.