



ADEEBA HAIDER

Administrative & Operations Coordinator | Real Estate | IT

+971-507505812 | +91-9599653031 | adeebahaider123@gmail.com

Afaf Building, Mankool, Dubai, UAE | Employment Visit Visa

PROFESSIONAL SUMMARY

Detail-oriented Administrative & Operations Coordinator with hands-on experience in real estate office management, CRM/DMS systems, data management, and vendor coordination. Skilled in Microsoft Office Suite, Google Workspace, and basic networking. Adept at preparing reports, maintaining documentation for multiple entities, and supporting cross-functional teams in fast-paced environments.

WORK EXPERIENCE

Administrative & Operations Coordinator

Morin CityBeats Properties LLC, Dubai | September 2025 – Present

- Managed daily operations on CRM and DMS software, ensuring accurate data management and smooth workflow coordination.
- Prepared and maintained daily and monthly work reports using Microsoft Excel.
- Handled vendor registrations with developers and managed contracts through DMS systems and hardcopy filing.
- Managed office documentation for three companies, including renewals, channel partner agreements, onboarding documentation, employee joining forms, and company asset records.
- Maintained and updated property listings on company websites and portals.
- Created website content and blog articles for real estate projects and community pages.
- Proactively verified and updated project information to ensure data accuracy and consistency.
- Maintained a master Google Sheet for tracking company assets assigned to employees.
- Managed email communication, reported updates, and coordinated with developers and channel partners.

CORE COMPETENCIES

- CRM & DMS Systems
- Office Documentation Management
- Property Listings & Web Content
- Google Workspace (Sheets, Drive)
- Data Entry & Record Keeping
- Attention to Detail & Accuracy
- Report Preparation & MS Excel
- Vendor & Contract Coordination
- Email Communication & Reporting
- MS Office (Word, Excel, PowerPoint)
- Basic Networking & IT Support
- Time Management & Multi-tasking

TECHNICAL SKILLS

Networking Fundamentals

- Understanding of Computer Networks: LAN, WAN, WLAN

- Knowledge of TCP/IP, DNS, DHCP, HTTP/HTTPS protocols
- Basic Router & Switch Configuration; IP Addressing & Subnetting
- Troubleshooting Network Connectivity Issues; Wi-Fi Configuration
- Familiarity with OSI & TCP/IP Models, VPN and Remote Access concepts
- Basic Knowledge of Network Security & Firewalls

Reporting & Data Management

- MS Excel reporting, data collection, and data entry
- Preparing daily, weekly, and monthly work reports
- Record keeping, file management, and organised database maintenance
- Presentation preparation using MS PowerPoint
- Problem-solving, analytical thinking, and working under deadlines

EDUCATION

Bachelor of Computer Applications (BCA)

Magadh University, Bodh Gaya, Bihar | 2023

Diploma in Computer Science

Amity University, Noida | 2019

Secondary School Certificate (10th)

Jamia Millia Islamia, New Delhi | 2015

PERSONAL DETAILS

Date of Birth: 18th July, 1999
Gender: Female
Languages: English, Hindi, Urdu
Visa Status: Employment Visa
Father's Name: Syed Masroor
Address: Afaf Building, Mankool, Dubai, UAE