
ABSHIR KALUTU KOSHUMA

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PROFESSIONAL SUMMARY

A motivated Property and Facility Management professional with a solid understanding of property maintenance, management services, and asset management. Skilled in coordinating repairs, monitoring operations, and enhancing property value through effective communication and collaboration with diverse teams. Eager to apply academic expertise and practical experience in business development.

WORK HISTORY

Property Manager (Assistant)

GimcoAfrica Limited – Dar es Salaam, Tanzania

July 2024 – Present

Buildings Attended: *NSSF Mtoni Kijichi Housing estate, Millenium Towers I, Benjamin William Mkapa Pension Towers, Ubungu Plaza, NSSF Mikocheni Executive Apartments and NSSF Mbezi Beach Flats*

- **Tenant Management:** Address tenant inquiries, screen potential tenants, and ensure lease agreements are executed.
- **Maintenance & Repairs:** Coordinate maintenance requests, schedule property inspections, and manage contractor relationships.
- **Financial Management:** Collect rent, prepare financial reports (budgets, income/expenses), and manage property accounts/invoices.
- **Client & Stakeholder Communication:** Update property owners on property status and resolve concerns.
- **Legal Compliance:** Ensure adherence to laws and manage eviction processes when necessary.
- **Budgeting & Expense Control:** Develop property budgets and monitor/reduce expenses.

Labour-Based Construction Supervisor

Muhako Engineering – Arusha, Tanzania

November 2023 – June 2024

- **Planning and Scheduling:** Create work schedules, assign tasks, and ensure deadlines are met while optimizing resource utilization.
- **Managing Labor:** Hire, train, and supervise construction workers to ensure they have the necessary skills and knowledge.
- **Quality Control:** Monitor and inspect work quality, addressing any issues or defects promptly to meet required standards.
- **Safety Compliance:** Enforce safety protocols, conduct safety meetings and inspections, and implement corrective actions to prevent accidents.
- **Resource Management:** Efficiently manage materials, equipment, and resources, coordinating with suppliers and maintaining equipment to minimize costs and waste.
- **Documentation and Reporting:** Maintain accurate records, including daily progress reports, and document any deviations from the plan, reporting to higher management or clients as necessary.

University Field Attachments

- **Estate Officer** (National Housing Corporation, Arusha, Tanzania)
July 2022 – September 2022
- **Estate Officer** (Arusha International Conference Centre)
July 2021 – September 2021
- **Property Manager** (Proper Consult Ltd – NSSF Social Security House, Dar es Salaam)
July 2020 – September 2020

SKILLS

- Building maintenance
- Negotiation and communication
- Report preparation and presentation
- Computer proficiency
- Adaptability and flexibility
- Entrepreneurial skills and networking

EDUCATION

- **Bachelor of Science in Property and Facility Management**
Ardhi University, Dar es Salaam
November 2019 – June 2023
- **Advanced Certificate of Secondary Education**
Marian Boys' High School, Dar es Salaam
May 2017 – May 2019
(Physics, Chemistry, Mathematics)
- **Ordinary Certificate of Secondary Education**
Tengeru Boys' Secondary School, Arusha
January 2013 – November 2016
(Science)

RESEARCH AND TRAININGS

- **Dissertation:** Impact of tenant satisfaction on rent arrears in commercial properties (2023)
- **Semester Project:** Management of rent review processes in Tanzania (2022)
- **EACOP MOOC:** Digital training in mathematics, science, and the oil industry (June 2023 – August 2023)
- **Labour-Based Technology Course:** Intensive short course, Mbeya University of Science and Technology (Sept, 2023)

LANGUAGES

- **Swahili:** Fluent
- **English:** Fluent

REFEREES

- **Gilbert Alex Saule**
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- **Hassan Nassoro Mdeme**
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