

WALTER PETER ONDIK

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CAREER PROFILE SUMMARY

A multi-skilled professional with exceptional experience which includes managing leases of different properties. Throughout my experience, I have gained expertise in real estate management, risk management, stakeholder engagement, and management of relationships. With a passion for property management, I have excelled in; planning, coordinating and supervising the maintenance of buildings, equipment, facilities and grounds and performing any unskilled or semiskilled works in the maintenance of the properties, offering customer care services to ensure that there is a good relationship between the management and the tenants, reviewing utility consumption and ensuring that the management does not incur losses and reducing expenditure and ensuring that the building has complied with all regulatory and safety measures. Moreover, I have also been involved in leading site visits for business stakeholders, negotiations, and documenting reviews for acquisitions, renewals, and dispositions. I am currently seeking to continue offering my skills and experience as to where my expertise in property management skills will contribute to improving operations and the profitable growth of the company in a senior position.

EDUCATION

- **Business Administration Associate Degree (Foundation Studies)**- University of the People; 2019 to Date.
- **Early Childhood Development Education Studies**- East Africa ICS College, 2018 to 2019.
- **Kenya Certificate of Secondary Education**- Rang'ala Boys High School; 1984 to 1987.
- **Property Management:** An excellently skilled and experienced property manager with experience in preparing leases agreement and renewals, reports on the status of property i.e occupancy, rates, and undertaking regular property inspections.
- **Asset Management:** Experienced in providing direction, and oversight for leasing and management teams maximize top-line revenues and ensuring appropriate cost control measures are achieved.
- **Risk Management:** I have excelled in managing and mitigating risks associated with lease and cost containment and compliance
- **Lease Management:** Expert in negotiating all terms of a lease contract, monitoring critical lease dates, rendering assistance on the lease transaction process and conducting due diligence on all lease transactions.
- **Operations Management:** Experienced in handling administrative roles including invoicing, ensuring the timely payment of utility bills, billing suppliers, handling financial transactions and managing licensing agreements.
- **Accounting:** Expert in handling general accounting principles such as reconciliations, petty cash management, general ledgers, balancing of accounts, handling invoices and profit and loss, managing the fixed assets register; among other accounting principles.
- **Relationship Management:** I excelled in managing relationships with Tenants, Landlords, and managing external relationships when appropriate.
- **Flexibility:** Capacity to fit into any environment, maintain calm under pressure and can adapt well and transitioning with changes in the workplace.

KEY SKILLS AND COMPETENCIES

WORK EXPERIENCE

Properties Management

MI VIDA PROPERTY SOLUTIONS/AURIS PROPERTY MANAGEMENT; 2022 to Date

Duties and Responsibilities:

- Management and administration of properties and facilities, planning, coordinating and supervising the maintenance of buildings, equipment, facilities and grounds and performing any unskilled or semiskilled works in the maintenance of the properties.
- Offering customer care services to ensure that there is a good relationship between the management and the tenants.
- Reviewing utility consumption and ensuring that the management does not incur losses and reduce expenditure.
- Ensuring that the building has complied with all regulatory and safety measures.
- Updating the management on the status of the building through daily reports.
- Carrying out monthly maintenance routines e.g. lift servicing, generator servicing, building inspection, delivery of rent invoices and collection of rent.
- Giving monthly reports on the general status of the properties.

Properties Management

PAM Golding Properties Kenya; 2019 to 2022

Duties and Responsibilities:

- Management and administration of properties and facilities, planning, coordinating and supervising the maintenance of buildings, equipment, facilities and grounds and performing any unskilled or semiskilled works in the maintenance of the properties.
- Offering customer care services to ensure that there is a good relationship between the management and the tenants.
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- Giving monthly reports on the general status of the properties.

Caretaker

Hope Gateway Primary School; 2015 to 2018

Duties and Responsibilities:

- Received and inspected materials delivered by external suppliers to ensure they matched the required description.
- Issued materials to works and made sure that the usage was well monitored and accounted for it.
- Kept proper records of the materials available on-site and ensured that all materials left outside after construction were well kept.
- Collection of rents and receipts from clients ensured that the premises were kept clean all the time and made sure that all equipment was kept in good working condition.
- Ensured that there was a continuous supply of utilities by making sure that all the bills were paid on time and also ensured that security was always at maximum level, and any breach of security was dealt with immediately.

- Addressed queries from the tenant and the management promptly and courteously and carried out corrective measures where necessary to ensure the buildings were in good condition.
- Communication with the management on the state of the building and recommendation of relevant repairs to the management.

Other Roles;

Preschool Teacher/Bookkeeper Administration Clerk

- Observed, guided, supervised, and assessed children while they learn in various environments including classrooms, online, and student homes.
- Updated records on the school database and handled various other administrative and bookkeeping tasks.
- Developed lesson plans, independent learning exercises, curricula, and methods that catered to the needs of the individual child.
- Participated in professional activities designated which included workshops, insets, meetings, assessment, reporting to parents, planning and other professional pursuits.
- Monitored and assessed student progress and wrote up reports, ensured classroom supplies and equipment were available and in working condition.

Live in Skins and Hides Stores Caretaker/Attendant

ARCO Traders Co and Bar Kaumara Abattor; 2012 to 2014

Duties and Responsibilities:

- Received and inspected materials delivered by external suppliers to ensure they matched the required description.
- Issued materials to works and made sure that the usage was well monitored and accounted for it.
- Kept proper records of the materials available on site and also ensured that all materials left outside after construction were well kept.
- Ensured that the health, safety and welfare of the clients were observed.
- Performed the daily cleaning of properties, carried out minor repairs (electrical, plumbing, carpentry).
- Inspection of interior and exterior of the property for any signs of damage to the building or fittings.
- Performed the logging of maintenance work and incidents that occurred on the property and the supervision of repairs, writing and emailing property reports.
- Responded to emergencies accordingly (ex: calling police or fire department)
- **Bookkeeper and Accounting Administration Clerk;** Hind Construction CO. Ltd. AND J.R. Mechanical Works; 2009 to 2013.
- **Bookkeeper Accounting Administration Clerk;** Avtar Engineering Works Ltd; 1997 to 2008.
- **Bookkeeper and Accounting Clerk;** Bearings and Industrial Supplies Ltd, 1995 to 1996.
- **Student and Guard Operations Trainee;** ASHKAR, A-Team Security Training School

OTHER PAST EXPERIENCES

OTHER ENGAGEMENTS

REFEREES**Mr. Avtar Rayit Singh**

The Managing Director
Avtar Engineering Works Ltd
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Mr. Lazarus Hezekiel Kiwia

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