



Adrian Louw

Multi-Property Manager (Sales and Leasing)

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↪ [LinkedIn](#)

Nationality

South African

Driving license

Code B IDP

Skills

RNA

Branch Manager

Real Estate

Technical Support

Team Management

Sales

Marketing

Customer Service

Training

Publications

IT

Languages

English

Afrikaans

Profile

As a Branch Manager with expertise in real estate and strong technical support skills, I have over 7 years of experience managing and leading teams in the real estate industry. I have achieved excellence and outstanding performance reviews, both internally and from national head office. I have also been actively involved in real estate committees, where I have contributed to the creation of best practices within the industry on a national level. Additionally, I have provided real estate and IT training to new staff and co-authored multiple online publications, providing market insight and real estate advice. Moving forward, I am seeking new ventures and opportunities to expand my skill set, particularly in the IT field. I am eager to work for a company where I can fully utilize my skills and contribute to its success.

Employment History

Branch Manager, Seeff Properties (Century City)

October 2016 – December 2023

Managed the operations and performance of the Seeff Properties branch in Century City. Led a team of real estate professionals and provided guidance and support to ensure the achievement of sales targets and customer satisfaction. Actively participated in real estate committees, contributing to the development of best practices within the industry on a national level. Conducted real estate and IT training for new staff members. Co-authored multiple online publications, providing market insights, statistics, and real estate advice. Received excellent performance reviews and recognition for outstanding performance.

- Successfully managed branch operations, including sales, marketing, and customer service, resulting in increased revenue and customer satisfaction.
- Participated in real estate committees, contributing to the development of best practices and industry standards.
- Provided real estate and IT training to new staff, enhancing their skills and knowledge.
- Co-authored multiple online publications, sharing market insights and real estate advice to a wide audience.

Property Sales Agent, Pam Golding Properties

January 2014 – December 2015

- Providing guidance and assisting sellers and buyers in marketing and purchasing property for the right price under the best terms

Hobbies

IT and Programming
Windows and Linux, Reading
and Creative writing.
Programming projects, 3D
printing and modeling,
Robotics and electronics,
Data visualization, Esports
and gaming communities,
Board games with a
tech twist, Geocaching,
Geographical Information
Science Projects.

- Determining clients' needs and financial abilities to propose solutions that suit them
- Performing comparative market analysis to estimate properties' value

Front of House Manager, Cattle Baron Restuarant

Managing Customer Service and Guest Experience

- **Provide welcoming and professional customer service:**Greet guests warmly and make them feel welcome.
Be courteous, attentive, and responsive to their needs.
Handle inquiries and requests efficiently and accurately.
Go the extra mile to create a positive and memorable experience.
- **Train and supervise staff:**Ensure staff understand and uphold high standards of service.
Provide ongoing training and support to help them develop their skills.
Give constructive feedback and guidance to improve performance.
Foster a positive and supportive team environment.

Managing Operations

- **Maintain inventory and supplies:**Monitor stock levels of food, beverages, and other supplies.
Order replacements promptly to avoid stockouts.
Account for any losses and implement measures to prevent shrinkage.
- **Manage budget and expenses:**Develop and adhere to a realistic budget for the front of house operation.
Monitor spending and take corrective action if necessary.
Ensure timely payment of invoices and employee salaries.
- **Comply with regulations and policies:**Stay up-to-date on relevant health and safety regulations.
Implement procedures to ensure compliance with all applicable laws and policies.
Foster a culture of safety and responsible practices.

Education

Professional Designation Exam, Property Practitioners Regulatory Authority

January 2017 – December 2017
Passed / Competent

Post graduate Degree: Bachelor of Commerce in Management

University of South Africa: 2012 to 2014
Graduated / Passed

NQF Level 4 Real Estate, Isikol School of Learning

January 2013 – December 2013
Graduated / Passed

National Senior Certificate, Table View High

January 2010 – December 2010
Passed

Extra-curricular activities

Trustee / Operations Manager, Body Corp of Mark Heights

January 2021 – December 2023

The duties of a sectional title trustee are quite extensive and can be broadly categorized into four main areas:

Financial Management:

- **Budgeting and Levy Collection:** Preparing and adhering to annual budgets, ensuring timely levy collection and managing the reserve fund for future maintenance and repairs.
- **Financial Reporting:** Creating financial statements, presenting them to owners at general meetings, and ensuring financial transparency.
- **Debt Management:** Addressing delinquent levies through appropriate measures, including legal action if necessary.

Maintenance and Property Management:

- **Maintaining Common Property:** Overseeing the upkeep and repairs of all common areas, including gardens, pools, lifts, and security systems.
- **Implementing Maintenance Plans:** Planning and budgeting for long-term maintenance needs, adhering to the 10-year maintenance plan as required.
- **Appointing and Supervising Contractors:** Selecting qualified contractors for maintenance and repair work, managing their contracts, and monitoring their performance.

Governance and Administration:

- **Enforcing Sectional Title Rules:** Ensuring all unit owners and residents comply with the rules and regulations outlined in the Sectional Titles Act and the specific scheme rules.
- **Convening and Chairing Meetings:** Holding regular meetings of the body corporate, managing agendas, and facilitating discussions.
- **Appointing and Supervising Managing Agent (Optional):** Selecting and overseeing the performance of a managing agent if the body corporate chooses to appoint one.

Legal and Fiduciary Duties:

- **Acting in Good Faith:** Fulfilling all duties with the best interests of the body corporate and all unit owners in mind.
- **Complying with Legislation:** Adhering to all relevant laws and regulations, including the Sectional Titles Act and any other applicable regulations.
- **Maintaining Insurance:** Ensuring the scheme has adequate insurance coverage for common property and potential liabilities.