

Surabhi Patel

Brampton, ON, L7A4M3 | 6478991144 | surabhirph@gmail.com

Professional Summery

Dedicated and results-driven Building Manager with over 10 years of experience overseeing residential properties. Proven expertise in tenant relations, rent collection, maintenance coordination, and vendor management. Adept at streamlining operations, ensuring compliance with LTB guidelines, and maintaining high occupancy rates. Proficient in Yardi and Microsoft Office 365, with strong organizational and problem-solving skills.

Skills

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| ☐ Property Management & Leasing | ☐ Rent Collection & Arrears Management |
| ☐ Tenant Relations & Conflict Resolution | ☐ LTB Compliance & Notice Preparation |
| ☐ Maintenance Coordination | ☐ Yardi & Microsoft Office 365 |
| ☐ Vendor & Staff Supervision | ☐ Organizational & Problem-Solving Skills |

Professional Experience

Building Manager, May 2018 to February 2025

Met Cap Living Management Inc.

- Oversaw day-to-day office operations including rent collection, bank deposits, and arrears management
- Prepared and served notices in accordance with Landlord and Tenant Board (LTB) guidelines
- Maintained accurate tenant records and managed leasing processes
- Prepared vacant units for showing, executed rental agreements, and assigned new tenant packages and parking
- Received and resolved maintenance requests promptly, ensuring tenant satisfaction
- Coordinated with vendors and contractors for repairs, inspections, and upgrades
- Scheduled and facilitated annual fire alarm inspections and building inspections; compiled detailed reports

- Supervised staff and coordinated cleaning and maintenance schedules
- Ensured compliance with safety regulations and building codes
- Utilized Yardi and Microsoft Office 365 for property management tasks and reporting

Building Manager, January 2010 to February 2013

40-Stevenson Rexdale LTD.

- Oversaw day-to-day office operations including rent collection, bank deposits, and arrears management
- Prepared and served notices in accordance with Landlord and Tenant Board (LTB) guidelines
- Maintained accurate tenant records and managed leasing processes
- Prepared vacant units for showing, executed rental agreements, and assigned new tenant packages and parking
- Rent the units and prepare the Leases
- Received and resolved maintenance requests promptly, ensuring tenant satisfaction
- Coordinated with vendors and contractors for repairs, inspections, and upgrades
- Scheduled and facilitated annual fire alarm inspections and building inspections; compiled detailed reports
- Supervised staff and coordinated cleaning and maintenance schedules
- Ensured compliance with safety regulations and building codes

Education

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- Bachelor in science (Food & Nutrition)- Saurashtra University, Gujrat, India.
 - Property and building administration- George Brown Collage.
 - Continuing studies-Building maintenance for property managers – IHM
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