

# DANIEL HARRIS

BIRMINGHAM

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## ABOUT

Organised Property Manager with over three years of experience managing residential properties and supporting tenant relations across multi-unit developments. Skilled in tenancy agreements, rent collection, property inspections, and coordinating maintenance with contractors. Experienced in using property management software to manage tenancy records and maintenance requests while maintaining high tenant satisfaction.

## SKILLS

TENANCY AGREEMENTS

RENT COLLECTION

PROPERTY INSPECTIONS

TENANT RELATIONS

PROPERTY MAINTENANCE COORDINATION

VENDOR MANAGEMENT

## TECHNICAL SKILLS

Property management software (Arthur and Yardi)

Microsoft Excel

Property reporting

Record management

## WORK EXPERIENCE

PROPERTY MANAGER

2025 - Present

### URBAN LIVING PROPERTY MANAGEMENT

Birmingham

Manage the day-to-day management of a portfolio of residential properties, including tenant communication, rent collection, property inspections, and coordinating maintenance with contractors. Ensure properties remain compliant with housing regulations while maintaining positive relationships with tenants and property owners.

- Managed tenant relations across more than 80 residential units, helping maintain high occupancy rates and consistent rent collection.
- Improved maintenance response times by introducing a structured system to track repair requests and contractor schedules.

ASSISTANT PROPERTY MANAGER

2023 - 2024

### GREENFIELD LETTINGS

Coventry

Supported senior property managers with the administration and coordination of residential properties. Assisted with tenant enquiries, property inspections, tenancy documentation, and maintenance scheduling to ensure smooth day-to-day property management.

- Assisted with organising property inspection schedules and maintaining tenancy records across multiple residential properties.
- Praised by supervisors for strong organisation and communication when handling tenant enquiries and coordinating maintenance requests.

## EDUCATION

BSC (HONS) REAL ESTATE MANAGEMENT

2021

### UNIVERSITY OF READING

Reading

## CERTIFICATES

LEVEL 3 CERTIFICATE IN RESIDENTIAL LETTING AND PROPERTY MANAGEMENT

2023

ARLA Propertymark