

Tarun Giri

**1910 West Park Lane, View Royal, BC, V9B 3R7 *(250) 885-1990* giritarun65@gmail.com, LinkedIn:
<https://www.linkedin.com/in/tarun-giri-725aa1203/>**

Objective

Results-driven professional with a Masters of Global Management degree and a strong background in accounting. Skilled in property management, tenant relations, and financial analysis. Adept at utilizing ERP systems, managing accounts payable and receivable, and implementing efficient processes. Excellent communication, time management, and problem-solving skills. Seeking a challenging position to contribute expertise and drive organizational success

EDUCATION

Royal Roads University (RRU), Victoria, Canada

Jan, 2021 – July, 2022

Masters of Global Management

Gaeddu College of Business Studies (GCBS), Chukha, Bhutan

Jul, 2010 – Jun 2013

Bachelor's in commerce (B. Com) – Major in Accounting

PROFESSIONAL EXPERIENCE

CAPREIT, Property Specialist

Aug, 2022- Present

Victoria, BC

Leasing:

- Show and rent vacant suites in the building with the goal of maintaining an occupancy rate of 100%.
- Conduct apartment tours for prospective tenants.
- Follow-up by phone with prospective tenants within 24 hours of an apartment tour.
- Record and address any objections. Report findings to the Operations Manager / Property Manager.
- Screen qualifying prospective tenants following CAPREIT process and procedures.
- Ensure the Tenancy Agreement and all other documents are correctly prepared and Conduct move-in/move-out inspections.
- Maintain an accurate account of suite availability. Examine the Snapshot Vacancy Report, from SAP, daily to keep track of available.
- Conduct regular inspections of vacant.
- Maintain an accurate record of prospective residents including proper filing of all paperwork.

Administration:

- Ensure new tenants are correctly entered into the system including their lease dates, rent payments, name on rent rolls.
- Maintain an effective system of rent collection and conduct follow-ups when payments are not made on the due date. Record and notify tenants of returned.
- Review the A/R Report, from SAP system, on a weekly.
- Advise the Operations Manager / Property Manager about tenant arrears and issues, and building issues.
- Communicate tenant and building issues to property staff.
- Take action regarding renewal status (terminating tenancy, confirming yearly renewals).
- Distribute the necessary forms for tenant transfers, assignments and special terminations, and ensure that the tenant's LMR is processed correctly.
- Conduct purchasing functions for materials in SAP to facilitate day to day business and suite turnovers, etc.

- Coordinate property services
- Deliver building notices.
- Initiate and follow legal and collection proceedings as required. Issues statements and/or discrepancy letters, issue proper legal notices for unpaid rents and when necessary, provide the solicitor with accurate information for court.
- Correspond with sheriff regarding evictions and accompany sheriff during suite inspections/evictions.
- Adhere to company administration.
- Ensure all paperwork and records are properly maintained and filed.
- Maintain a high level of tenant satisfaction when addressing tenant relations issues.

IDM Youth Service Inc, Residence Worker
Victoria, BC

July 2023- Present

- Participates in the assessment, goal setting and program planning for persons served living in the residential Group Home program. Documents, implements, and provides input into the evaluation of the program.
- Provides life skills training such as meal preparation, housekeeping, personal care skills and personal finance and implements individual care plans.
- Assists persons served with activities of daily living such as feeding, hygiene, grooming and toileting.
- Participates in various person-centered activities in accordance with care plans.
- Recognizes, analyzes, and deals with potential emergency situations such as aggressive behaviors from persons served to ensure no harm comes to the person served and/or the public. Reports problems to the applicable supports.
- Administers medication to the persons served in accordance with established policies.
- Assists with case management by identifying potential problems and reporting any difficulties. Provides input to counsellor, professional stakeholder, about the development of appropriate program plans to achieve the objectives of the person served. Contributes to the evaluation of progress for the person served and prepares reports.
- Provides emotional support and feedback to persons served and their families.
- Transports and assists persons served to appointment, shopping, or leisure activities.
- Performs resource maintenance and housekeeping duties such as laundry, sweeping, mopping floors, inventory, shopping, cleaning equipment and food services.
- Maintains reports such as statistics, logbooks, daily activities on persons served.
- Identifies social, economic, recreational and education services in the community that will meet the needs of persons served.
- Provides life skills training such as meal preparation, housekeeping, personal care skills and personal finance and implements individual care plans.

Lowe's Home Improvement, Cashier/Customer Service
Victoria, BC

Feb 2021-Nov, 2022

- Greeting customers warmly and promote customer loyalty.
- Process transactions very precisely
- Keep all checkout workstations clean, tidy, and uncluttered
- Produce and balance the cash report at the end of each shift.
- Comply with the Company's policies and procedures regarding loss prevention and health and safety.

Devon Properties Ltd., Accounting Associate
Victoria, BC

Feb 2022-Jul, 2022

- Supported accounts receivable and payable functions, including post charges, receipts, and invoices.
- Matched purchase orders, processed cheques, and maintained vendor interactions for timely payments.
- Prepared monthly rent rolls, reconciled various ledgers and bank accounts.
- Managed notices to vacate and completed security deposit refund procedures.
- Assisted with financial statement preparation and research for Property Managers.

Leksol Automobile, Accountant

Jun 2015- Nov 2020

Thimphu, Bhutan.

- Prepared and analyzed accounting records, financial statements, and reports for accuracy and compliance.
- Handled accounts payable and accounts receivable tasks.
- Developed and maintained recordkeeping and accounting systems.
- Prepared tax returns in compliance with tax policies.
- Led and supervised a team to ensure timely product delivery.

Amazon DSP, Delivery Driver

October 2022 to June 2023

Victoria, BC

- Load and organize the van, then hit the road to deliver packages.
- Navigate a variety of routes, climb in and out of the van, walk upstairs, and through driveways in all weather conditions.
- Operate a mobile device for routing information, customer delivery information and daily records.
- Safely drive the vehicle following safety standards
- Deliver packages safely, to the right place, efficiently, and with a smile (great customer service).

TRAINING AND CERTIFICATIONS

- ERP and Relational Database Management Systems (RDMS) training
- Certification in Social Media Marketing, Email Marketing, Google Ads Search, and Inbound Marketing
- CPR/AED Certification (Health care-CPR/AED).
- Class 5 driving license.
- FOIOPPA training.
- Caring about Food safety training.
- Non-Violence Crisis Intervention Training.

HOBBIES AND INTERESTS

- Volunteer for community service campaigns and fundraising.
- Cooking, housekeeping and baking.
- Traveling.
- Social media marketing.

SKILLS

- Yardi and SAP real estate application proficiency.
- Excellent communication and attention to detail.
- Fast learner with Microsoft Outlook and Tally ERP 9 (like QuickBooks).
- Effective time management and accounts payable skills.
- Strong problem-solving abilities.