





Tarun Giri

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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

Professional Experience

Property Specialist | Capreit - Victoria, BC

Aug 2022 - Present

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.

Maintenance:

- Perform light maintenance duties like., plumbing, cleaning and light painting and patching of units if required, changing bulbs and fuses, when necessary, etc.

Residential Child and Youth Worker | IDM Youth Service Inc - Victoria, BC

July 2023 - Present

- Participate in assessing individuals, setting goals, and evaluating their progress to support personal development.
- Teach socially and culturally appropriate behaviors through daily routines and structured activities.
- Monitor individuals in residential settings to ensure their safety, wellbeing, and adherence to care plans.
- Provide trauma-informed counseling and emotional support, including behavior management, coping strategies, and crisis intervention.
- Assist individuals with daily living activities such as feeding, hygiene, grooming, toileting, and life skills training.
- Maintain accurate documentation, including daily logs, reports, assessments, and care plans.
- Coordinate communication and collaborate with families, schools, healthcare providers, and community resources.
- Gather and review information through observation and interviews to identify needs, risks, and concerns.
- Recognize and manage emergency situations, including aggressive behavior, ensuring safety for all involved.
- Support community integration by identifying relevant services and accompanying individuals to appointments and activities

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

Feb 2021- Nov 2022

- Greeted customers warmly and promote customer loyalty.
- Processed transactions very precisely
- Kept all checkout workstations clean, tidy, and uncluttered
- Produced and balance the cash report at the end of each shift.
- Complied with the Company's policies and procedures regarding loss prevention and health and safety.

Accounting Associate | Devon Properties Ltd. - Victoria, BC

Feb 2022- July 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.

Accountant | Leksol Automobile - Thimpu, Bhutan

June 2015 - Nov 2020

- Planned, set up, and administered accounting systems for our company.
- Examined accounting records and prepared financial statements and reports.
- Developed and maintained cost finding, reporting, and internal control procedures.
- Analyzed financial statements and reports to provide financial and business advice.
- Prepared income tax returns and ensuring compliance with tax regulations.
- Conducted internal audits to ensure accuracy and compliance with established accounting standards.
- Supervised and trained junior accountants and administrative technicians.
- Assisted in the development of financial strategies and budgets for the company.
- Collaborated with management to improve accounting practices and financial performance.
- Ensured compliance with local and international accounting standards and regulations

Delivery Driver | Amazon DSP - Vicotira, BC

Oct 2022 - June 2023

- Loaded and organized the van, then hit the road to deliver packages.
- Navigated a variety of routes, climb in and out of the van, walk upstairs, and through driveways in all weather conditions.
- Operated a mobile device for routing information, customer delivery information and daily records.
- Safely drove the vehicle following safety standard.
- Delivered packages safely, to the right place, efficiently, and with a smile (great customer service)

Education

- **Royal Roads University (RRU), Victoria, Canada** *Jan, 2021 – July, 2022*
 - Masters of Global Management
- **Gaeddu College of Business Studies (GCBS), Chukha, Bhutan** *July, 2010 - June, 2013*
 - Bachelor's in commerce (B. Com) – Major in Accounting

Trainings & 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.
- Renting it Right- Dispute Resolution (RTA)
- Renting it Right- Tenant-Landlord Law
- Diploma in Quickbooks Desktop Canada from Alison Empower Yourself.

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.