

ANTHONY KAMAL
Mississauga, Ontario

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PROFESSIONAL SUMMARY

Experienced property administration professional skilled in resident relations, lease management, and financial reporting. Proficient in Yardi, Entrata, and SharePoint, ensuring compliance and timely communication. Provides effective support to site teams and senior leadership for seamless property operations.

PROFESSIONAL SKILLS

Financial Operations & Reporting	Resident Relationship Management	Budget Forecasting
Market/Competitor Analysis	Inventory Management	Team Management

WORK EXPERIENCE

BUILDING MANAGER

Jun 2025–May 2026

Northview Residential REIT., Winnipeg

- Managed multiple residence operations, leasing, office administration, tenant relations, and day-to-day activities.
- Collaborated effectively with cross-functional departments to achieve company goals and drive organizational success.
- Ensured all vacant units in the assigned portfolio were effectively marketed and move-in ready before resident occupancy, consistently maintaining 100% occupancy across all three buildings.
- Coordinated maintenance and repairs for the assigned portfolio, ensuring timely completion of work orders and prompt resolution of tenant issues.
- Oversaw vendors and contractors, approved work orders and invoices, managed maintenance and repairs, and administered accounts payable and receivable.
- Managed and reported on annual operating and maintenance budgets and forecasts, ensuring effective cost control, efficient building operations, and profitability.

ASSITANT GENERAL MANAGER

Mar 2024- May 2025

Campus Living Centres., Winnipeg

- Managed day-to-day residence operations, including overseeing operating budgets, maintaining occupancy records, and coordinating resident check-in and check-out processes.
- Addressed tenant concerns promptly and effectively while fostering positive resident relationships, resulting in a 12% increase in tenant retention rates compared to the 2023–2024 period.
- Worked closely with the leasing team to oversee the complete rental lifecycle, including lead follow-up, scheduling viewings, conducting reference and credit checks, lease execution, and move-in and move-out inspections.
- Prepared, review, and manage lease agreements by gathering key information, drafting documents, and coordinating renewals and terminations to ensure compliance and smooth execution.
- Conducted regular building inspections to maintain cleanliness and entered work orders into YARDI/ENTRATA.
- Assisted in rent collection and follow-ups on warning notices and represented the property at eviction hearings with the Residential Tenancies Branch.

SALES SUPERVISOR (FT/PT)

Feb 2023- May 2026

London Drugs Ltd., Winnipeg

- Managed inventory controls through regular stock checks, vendor coordination, and shrinkage reduction initiatives.
- Led front-end operations by overseeing staff scheduling, training, coaching, and performance management for a 10-member team.
- Managed customer service operations to ensure prompt, empathetic, and effective support, resulting in improved client satisfaction and repeat engagement.
- Streamlined administrative processes to maintain compliance with corporate procedures and operational standards.
- Drove a 14% year-over-year revenue increase through sales optimization, promotional execution, and customer engagement.

GROUP BUSINESS MANAGER		Apr 2019 - Dec 2022
Redington Ltd., Chennai, India		
• Led B2B IT hardware sales for HP and Samsung, generating \$11M in annual revenue with a 4% profit margin. • Developed strategic sales plans, implemented market penetration tactics, and consistently exceeded monthly and annual sales targets. • Delivered customized IT hardware solutions aligned with client needs, driving 30% YoY revenue growth. • Expanded client base from 126 to 164 within 2.5 years, resulting in significant revenue and profitability growth.		
GROUP PRODUCT MANAGER		Apr 2012 - Mar 2019
Redington Ltd., Chennai, India		
• Managed SMB and Mid-market accounts with a focus on IT hardware and managed print services. • Spearheaded cold calling, lead generation, and funnel management to build a robust pipeline. • Produced and analyzed sales forecasts, leading strategic reviews to exceed performance goals. • Met financial targets and maintained 50% B2C market share. • Utilized CRM to manage pipeline and forecasting, ensuring timely follow-up and strategic account development.		
BUISNESS MANAGER		Apr 2009– Mar 2012
Redington Ltd., Chennai, India		
• Identified and converted competitive accounts to expand market presence. • Executed BTL marketing across key sectors to increase visibility and leads. • Front-ended sales in B2C and managed revenue collections from partners. • Maintained business hygiene to ensure smooth operations. • Focused on Key Result Areas such as partner count, average sales price and collection.		
TECHNICAL SKILLS		
• Proficient in SAP S/4HANA software, specifically in material management and sales and distribution modules. • Incorporated Cratio CRM as the primary platform for managing customer relationships and streamlining sales processes. • Experienced in working with JBA-AS400 and proficient in utilizing its functionalities. • Proficient in Microsoft Office Suite and virtual collaboration platforms.		
AWARDS AND PROMOTIONS		
• Promoted to Sr. Sales Executive in 2011, Business Manager in 2012, and further promoted to Group Business Manager in 2019 at Redington Limited. • Recognized as the No.1 distributor by HP (Hewlett-Packard) in 2018, 2019, and 2022. • Achieved the distinction of being the No.1 distributor by Samsung from 2014 to 2016.		
EDUCATION		
Certificate Program in Sales and Marketing Fundamentals		2024
University of Waterloo, Ontario, Canada		
Master of Business Administration (Marketing)		2008
Madurai Kamaraj University, Tamil Nadu, India		
Bachelor of Science (Mathematics)		2002
Madurai Kamaraj University, Tamil Nadu, India		
VOLUNTEERING		
• Volunteered at Harvest Manitoba, the Dr. Raj Pandey Hindu Temple, Winnipeg, and participated in community clean-up initiatives in downtown Winnipeg.		