

Sheetal Malhotra,

Brampton, ON

647-233-4775

msheetal33@yahoo.ca

Senior Property Manager | Condominium & New Development Specialist

Registered Condominium Manager (RCM) and General License holder with 15+ years of progressive experience managing high-rise residential communities, new construction developments, and multi-million-dollar operating budgets across the GTA. Proven track record of improving operational efficiency, leading complex capital projects, and strengthening relationships with developers, boards, and residents. Recognized for delivering cost savings through strategic vendor negotiations and ensuring full regulatory and Tarion compliance.

Core Competencies

Condominium Operations & Governance
New Development & Developer Turnover
Budgeting, Financial Reporting & Cost Control
Capital Project Management
Tarion Warranty Administration
Vendor & Contract Negotiation
Building Systems Commissioning
Staff Leadership & Training
Preventive Maintenance Programs
Resident & Board Relations
Regulatory Compliance & Risk Management

Professional Experience

Summerhill Property Management – Senior Property Manager

GTA | Jan 2024 – April 2026

- Manage portfolio of high-rise condominium communities totaling **350+ residential units**.
- Oversaw \$1.5M lobby and hallway renovation project, managing contractors, timelines, budgets, and quality control from planning through completion.

- Administer annual operating budgets, ensuring strong fiscal accountability.
- Lead capital improvement initiatives including building envelope and window replacement projects valued at **\$7M+**.
- Negotiated vendor contracts resulting in **10–15% annual cost savings**.
- Strengthened preventive maintenance programs, reducing emergency repair incidents by **20%**.
- Maintain strong working relationships with Boards of Directors, improving governance efficiency and service satisfaction.

Real Estate & Professional Development

Ontario | 2023

- Maintained active real estate licensing and regulatory compliance requirements.
- Maintained strong industry network across GTA real estate and property management sectors.

Strategic Property Management – Senior Property Manager

Mississauga, ON | Jan 2022 – Dec 2022

- Managed newly constructed condominium development (TANU project) from occupancy through transition to homeowner control.
- Acted as primary liaison between developer, residents, Board of Directors, and Tarion.
- Oversaw operating budget preparation and financial reporting for newly registered condominium.
- Supervised onsite operations including concierge, maintenance staff, and service contractors.
- Coordinated vendor services, building repairs, and preventive maintenance programs.

New Construction & Transition Achievements

- Coordinated **Pre-Delivery Inspections for 200+ residential units**, ensuring accurate deficiency tracking and timely developer completion.

- Assisted with developer turnover and Tarion compliance, supporting successful board transition.
- Participated in construction meetings with engineers, consultants, and contractors, improving deficiency resolution timelines by **25%**.
- Oversaw commissioning of HVAC, fire & life safety, elevator, and security systems.
- Developed operational procedures, maintenance programs, and vendor service contracts prior to occupancy.
- Coordinated resident move-in logistics and homeowner orientation programs.

Maple Ridge Community Management – Senior Property Manager

Toronto, ON | Aug 2019 – Jul 2021 {Yonge & Bloor}

- Managed high-rise residential communities totaling **350+ units** in downtown Toronto.
- Administered operating budgets.
- Implemented workflow improvements reducing operational costs by **12%**.
- Supervised building staff, concierge teams, and contractors.
- Strengthened board governance through improved reporting and communication processes.

Summerhill Property Management – Senior Property Manager

Toronto, ON | Aug 2018 – Aug 2019 {King & Simcoe}

- Managed new condominium development for Lamb Development through occupancy and early operations.
- Coordinated building readiness, vendor onboarding, and operational setup.

Del Property Management – Condominium Manager

Toronto, ON | Jan 2018 – Aug 2018 {Front & Bathurst}

- Managed daily operations for high-rise residential community.
- Prepared financial reports, reserve fund planning, and annual budgets.
- Supervised onsite staff and vendor services.
- Improved board communication, increasing operational transparency.

Wilson Blanchard Property Management – Property Manager

GTA | Mar 2017 – Dec 2017

- Managed mixed portfolio including high-rise, townhomes, and commercial properties across Oakville, Mississauga, and Brampton.
- Oversaw operational budgets and vendor contracts.
- Improved maintenance response times and resident satisfaction levels.

Duka Property Management Inc. – Property Manager

Mississauga, ON | Dec 2014 – Mar 2017

- Managed financial reporting, budgeting, and operational planning for multiple condominium communities.
- Supervised onsite staff and contractors.
- Strengthened board and resident communication procedures, improving service delivery standards.
- Managed day-to-day operations of residential and shared facility along with commercial retail units, ensuring efficient building performance and tenant satisfaction

RBC Insurance – Licensed Insurance Advisor

Mississauga, ON | Jan 2014 – Dec 2014

- Delivered customized insurance solutions improving client retention and satisfaction.
- Streamlined policy processing and approval timelines.
- Provided internal training on insurance products and compliance requirements.

Summerhill Property Management – Property Manager

Brampton, ON | Jan 2011 – Jan 2014

Maple Ridge Community Management – Assistant Property Manager

Mississauga, ON | Nov 2008 – Dec 2010

Education & Certifications**Bachelor of Arts – Philosophy Honors**

Delhi University, India

Registered Condominium Manager (RCM)

Association of Condominium Managers of Ontario (ACMO)

Registered Condominium Manager Program

Mohawk College – Completed 2015

General License Holder (OLCM)**OTL Insurance License – Other Than Life**

Insurance Essentials C81 & C82

Languages

English – Full Professional

Punjabi – Full Professional

Hindi – Full Professional