



# Company Profile

## ARADINA DOCUMENTS CLEARING SERVICES

We are a service-positioned company that offers documents clearing services tailor-made to the real estate sector in the Emirate of Dubai. We are result-oriented, laying in the palm of your hand 15 years of project development experience.

We work closely with the Dubai Land Department, the Real Estate Regulatory Agency, and the Judicial Committee for the liquidation of cancelled real estate projects, and we have our selected network of experienced contractors, consultants, and law firms.

Our bespoke services provide you with personalized solutions to your specific needs. We work on case-to-case basis, retainer agreement basis, monthly and project basis.

**Our reputation precedes us, and our approach is unique.**



## Mr. Elie Ghanem

Chief Executive Officer

Mr. Ghanem graduated with a Master's Degree in International Business, with International Management Specialization, from the Graduate School of International Business (Ecole Supérieure de Commerce International, the ESCI) in Paris, France, in 2007.

He completed courses in Strategic Management, Managerial Economics, Entrepreneurial Management, International Financial Management, International Accounting, and others, at the Academy of Economics, in Krakow, Poland, in 2006.

Mr. Ghanem has dedicated 15 years of his career to developing off-plan projects in the Emirate of Dubai and has covered all aspects of real estate project development on the managerial level. His initial experience was as a Marketing Manager, then Business Development Manager, then Head of Customer Relations/Collections Department, and lastly served as Chief Operations Officer leading a team comprising more than 20 professionals managing over 10 projects.

He has diversified management experience gained in France, Lebanon, and United Arab Emirates and speaks French, Arabic, and English fluently.





## FOR REAL ESTATE DEVELOPERS:

- Coordinate with master developers to secure affection plans, name and marketing approvals, sales and purchase agreement approvals, or other approvals.
- Register real estate developers with the Dubai Land Department (DLD) and real estate projects with the Real Estate Regulatory Agency (RERA).
- Open and operate escrow account(s) with approved trustees.
- Secure the Non-Objection Certificate from the RERA to sell any given project off plan.
- Appoint auditors and conduct the Audit Report of any given project per RERA's scope on behalf of developers in each calendar year.
- Make projects' feasibilities (for existing projects as well as new ones).
- Prepare cash flows of projects (full cash flows, collection cash flows, collection vs. contractor payments' cash flows).
- Coordinate with project consultants for the design/redesign of projects (modernization of the design and maximization of the sellable area).
- Negotiate possible project finance and related terms with network contractors.
- Handle the activation of cancelled projects through the Dubai Land Department or the Judicial Committee for the liquidation of cancelled real estate projects.



## Our Services

- Manage the operations of acquired real estate projects: customers' relations (approach customers, answer their queries, connect with them, etc.), administration (build customers' files, issue reservation forms, register customers in Oqood, etc.), terminations (apply default procedures on investors as per applicable laws), coordination with appointed lawyers, representation before the Dubai Land Department, and much more.
- Assist in budget planning and management: set priorities, identify issues, develop strategies, and put procedures in place.



- Set the sales and marketing strategy as well as the customer relations and collection strategies and adjust administration policies accordingly.
- Formulate the needs of the company in terms of human capital, define job descriptions, draw up its organizational chart and recruit the prerequisite team.
- Set the reporting scheme at all levels (the workflow, the interactions between departments, the approving authority, etc.).

## FOR REAL ESTATE INVESTORS:

### FOR END USERS:

Liquidation: Register investors' rights before the Judicial Committee for the liquidation of cancelled real estate projects and the appointed Expert.

Follow-up till a judgment is passed, and an execution file is opened. Disburse to investors their share from Liquidation.

Acquisition: Register investors' rights before the new Developer that has acquired a cancelled real estate project.

Perform all administrative works such as ratification of investors' payments, entering into new Sales and Purchase Agreement, and completing the registration of the purchased unit(s) in the interim register of Dubai Land Department.

Amicable solutions: Representation before the developers to consolidate units or to swap from one project to another (wherein possible).

Gifting: Property gifting between first-degree relatives.  
Will: Succession file opening and will reflection among heirs in the title deed.  
Resale: Formalities' handling to clinch the Non-Objection Certificate.  
Evaluation: Building, land, units' appraisal, in the Emirate of Dubai.



## FOR INVESTORS:

Set up all types of companies (local, offshore, free zone), and provide Public Relations Officer services.

Represent investors, by means of power of attorney, before all Government entities, in the Emirate of Dubai.

Handle all administrative works coupled with legal cases (file constitution, coordination with the appointed law firm, follow-ups and reporting).

Outsource various project development investment opportunities to investors.

Set up joint ventures between investors and landowners and/or between investors and developers.





## Contact Us:

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*Results talk... Experience matters*

