



MALGORZATA BURKIEWICZ BA (HONS) AIRPM
Associate
Property Management

07950 739956
01273 876230
mburkiewicz@shw.co.uk



Profile

Malgorzata (Malgo) Burkiewicz joined SHW in November 2014 bringing previous experience in property management with clients ranging from investment funds to the NHS.

She has been an Associate of the Institute of Residential Property Management since October 2012.

Malgo is mainly dealing with the local commercial property portfolio which includes a residential element.

Project Experience

Malgo's responsibilities include rent collection, SC administration, debt recovery and risk management as well as ongoing maintenance of properties and contractors supervision, which includes:

- Reporting to the client on all aspects of their portfolio
- Leases and Management Agreements
- Statutory provisions compliance
- Property Management inspections
- Portfolio/property handover
- Responding to solicitors enquiries
- Supervision of minor maintenance works

Employment History with SHW

Joined November 2014

Gained BA (Hons) in June 2015

Promoted to Associate in April 2016

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