**CURRICULLUM VITAE**

**JAI BATHIJA**

**Career Objective:**

 I would prefer a job which would give me opportunities to learn more by exposure to wide ranging areas of technology and business, a job which would stimulate me by offering ever rising levels of responsibilities and to utilize my efforts, perseverance, skills and knowledge to contribute to the growth of the Organization and which would provide ample opportunities to hone and improvise my skills and give job satisfaction.

**Summary:**

* A Resource for organization with clear understanding of the business needs having problem solving approaches possessing excellent communication.
* A Discipline approach to the task at hand combined with powerful perception.
* Potential to become a future leader and team player.
* Attitude for self learning and problem solving.

**Education Qualification:**

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| --- | --- |
| **TYBFM** | **Passed T.Y. BFM with 71% from K. J. Somaiya College of Science & Commerce in May 2012** |
| **HSC** | **Passed HSC with 74% in Year March 2009 from CHM college** |
| **SSC** | **Passed SSC with First Class, got 66.33% in year Mar 2007** |

**Additional Qualification:**

* Attended basic introductory course on Equity Market & Derivatives.
* Certified with The Bombay Shareholders’ Association (SEBI) for participating in workshop on “Capital Markets and Financial Planning” on September 09, 2011.

**Software Proficiency:**

* Ms-office(2003, XP, 2007)
* Tally 9.0

**Work Experience:**

1. Worked with **SAV Properties** as **Sales Manager** wef May 2019 to April 2020
* Managing property portals for outright/lease/resale/rent on magic brick & 99 acres
* Preparing listing and posting the same on property portals and verifying the same
* Managing clients queries and showing properties best suited to them
* Helping them to get loan and register their property
* Checking on documents required for loan disbursements and helping clients to close the deal smoothly
* Following up with the client and builders for timely brokerage
* Marketing on behalf of builders via SMS, Mails, Inserts, Exhibition, etc
1. Worked with **Wipro Limited** as **Associate** wef March 2018 to March 2019
* Managing customer queries related to banking services
* Handling grievances regarding account opening, balances, incorrect charges levied, etc
* Preparing MIS report which shows the productivity of work and level of customer satisfaction
* Giving training to new employees and forming a team for different profiles
1. Worked with **Rupees Value** as **Sales Executive** wef Feb 2017 to Jan 2018
* Customer follow up and handling site visits
* Preparing daily MIS of lead generation
* Preparing documents after closing the deals and getting them registered by vendor
* Following up for brokerage
1. Worked with **G. K. Real Estate** as  **Sales Executive** wef Jul 2012 to Dec 2016
* Deals in Flats, Multi Storey Apartments, Commercial Offices & Shops, Plots, Bungalows, etc on Outrite & Lease basis.
* Listing client details and their requirement.
* Taking clients to see the properties & make them choose the suitable one.
* Doing follow-ups & keeping track record of all the clients.
* Guiding clients for home loans and there payment schedules.
* Closing the deals making sure for win-win situation from both the side.

**Achievements:**

* Received certificate for **Best Leader** in **Team Management** in College.
* Achieved 3rd position in Best Participant in Seminar for **Investment Avenues**.
* Received certificate on successfully attending course on **Wealth Management**.

**Interest:**

* Interacting with peoples hereby understanding different behaviours.
* Like to listen music which provides me positive energy.
* Making new acquaintances help me to understand that no two persons are alike and thereby appreciate differences.
* Social Service.
* Love traveling, thereby giving me the idea about the entire Mumbai city & India.

**Languages Known:**

* English, Hindi, Marathi, Sindhi.

**Personal Information**:

Address : 12,1st floor, Roshan Apt, Netaji Rd, Ulhasnagar-421004.

Date of Birth : 08 Jan 1992

 Marital Status :Single

 Mobile :8080080054/ 9604902172

**Declaration:**

I hereby declare that information furnished by me is correct to best of my knowledge & belief.

 **Regards**

 **Jai S Bathija**