***Niraj Brijendranath Chaturvedi***

Address : 302, Mona Apartment Near Science Garden,

Jakat Naka, Virar (West).

Pin Code – 401303.

Contact : - 8767990133

E – Mail : [nirajchaturvedi123@gmail.com](mailto:nirajchaturvedi123@gmail.com)

**EXECUTIVE REAL-ESTATE SALES MANAGEMENT**

Innovative Marketing Strategy ~ Dynamic Sales Leadership ~ Accelerated Revenue Growth

New Business Development ~ Integrated Sales Operations ~ Luxury Home Sales.

**Objective**

## To work towards achievement of Organizational and Personal goals to the best of my capabilities. To explore opportunities for a challenging and creative role in a rapidly growing and dynamic organization..

**Education**

* B.COM (T.Y.B.Com) – 2006 -2007, Mumbai University;
* HSC – 2002-2003, Maharashtra Board,
* SSC – 2000-2001, Maharashtra Board,

**Core Competencies**

Leadership

− Sales Presentations & Public Speaking

− Networking / Relationship Building

− Project Coordination

− Closing & Negotiations

− Strategic Market Analysis

− Aggressive Sales Goals

− Increased Market Share & Profitability

− Advanced Technical Skills

− Team Building / Talent Development

**Computer Proficiency**

* Basic Knowledge of MS Office Applications
* Quadra Software Knowledge

**PROFESSIONAL EXPERIENCE**

**Sr.Manager Sales:- Bajaj Infrastructure Reality Pvt Ltd :-07 October 2018 to Till Date.**

Handling Clients Walkin at Site Office to achieve Personal target.

Introducing Company Profile to client for firm decision

Explaining Product To Client , Convincing them for product.

Closer Part Is Handled by me for the entire team Member of (5 people & 2 telle caller)

Handling Team to Achieve Monthly target set by Management and review it on regular basis.

**Sr. Manager Sales :- Acme Housing India Pvt Ltd :- 11th May 2017 to 02nd October 2018**

* Handling Clients Walkin at Site Office to achieve Personal target.
* Introducing Company Profile to client for firm decision
* Explaining Product To Client , Convincing them for product.
* Closer Part Is Handled by me for the entire team Member of (3 people).
* Handling Team to Achieve Monthly target set by Management and review it on regular basis.

**Asst.Manager – Sales & MIS: - Richa realtors 15th July 2016 To 29th  April 2017**

* Managing the sales and marketing operations.
* Handling customer queries for better customer satisfaction. Identifying prospective clients, generating business from the existing clientele to achieve business targets.
* Competitive analysis survey on monthly basis.
* Attending customers at Head office & Site Accountable for Sales operations.
* Interacting with the clients and channel partners on a regular basis & providing redress to all their queries, complaints & handling all client relation.
* Handling MIS and Collection

**Asst.Manager – Sales & MIS: - Bajaj Reality 1st July 2015 to 10th July 2016**

* Handling Walkin’s at Head office & Site Accountable for Sales operations.
* Imparting Comprehensive Product Knowledge
* Attending Tele Calls and Walkins Enquiries
* Handling MIS and Collection
* Sending Demand Letter & Follow up.

**Asst.Manager - Sales. Coredelia Reality Pvt Ltd. June2011 to June 2015*.***

* Accountable for the sales operations of the High-End. Luxury Apartments to NRIs, Businessman and Salaried Class for entire state.
* Door to Door Marketing.
* Imparting Comprehensive Product Knowledge.
* Attending Tele Calls and Walk-in Enquiries
* Assisting Senior Managers in Organizing Marketing Event and Market Research.

**Organization: Rustomjee Developers May 2008 to April 2011**

**Designation: Sales Executive**

**Role**

* Handling Sales & MIS. Achieving Target on Monthly or Quarterly basis. Competitors survey monthly basis as well
* Attending walk-ins at site follow up with Customers, Closing Deals.
* Attending property exhibitions Attending Kiosk Exhibitions.
* Gathering & analysis of competitor data.
* MIS/ Head of Department Entering All Booking Forms Details in System (Quadra).
* Enter All C.I.F Forms & cheque Entry
* Handling Collection Related Works Preparing and sending reports to the Management on or before the deadline (i.e. Daily sales report, Collection, Report Monthly & Projection)
* Employee of the Month Back to Back 4 Month in Collections
* **Best Employee of the Year 2009-2010 (Rustomjee Evershine Joint Venture (Global City).**

**From Jan’2008 to May 2008 Organization: Unicorn Network (Call Center)**

**Designation: Sales Executive.**

* Sale of Dish Network in US.& Mobile Package Plan in UK.
* Attending Calls & Closing Sale on Calls.
* Escalating Calls of Other Executive for Closing Sale.
* Online Booking.

**Maruti Automobiles Auto vista: May’2005 to Dec’2006**

**Designation: Sales Executive**

**Role: -**  Sales of Car at Corporate Sectors ‘Attending Enquires & Closing Sales.

* Gathering & analysis of competitor data..

**From July’2003 to Dec’2004: Jet Airways (Manicare)**

**Designation: Data Operator**

**Role:-**

* Use to Update the System By Boarding Passes.
* Bonus Miles Were updated to Clients Records.
* Generate Clients Records.
* Bonus Miles Calculation Was Made on Weekly Basis.
* Entry of Client Information Form in System.

**Extra-Curricular Activities & Achievements**

* Won Gold Medal at School in 400 Relay Race.
* Won Team Cricket championship in 1998 as a Captain
* Won Silver medal in 200 meter race

**Personal Details**

* Date of Birth : 26th May 1985s
* Language Proficiency : English, Hindi, Gujarati & Marathi.
* Hobbies : Reading books, Listening music. Playing Chess, Cricket, Kabbadi.

\*\*\*\*\*\*\*\*\*\*\*\*