VIRAJ

Viraj.362420@2freemail.com

# Objective

 I am an energetic and enthusiastic person who enjoys challenges and achieving personal and professional goals. I will utilise the organisational and communication skills developed through my studies and previous work experience.

 I believe I have a clear, logical mind with a practical approach to a problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team.

# Education

 Bachelors International Foundation Engineering JAN2O13-OCT2013 ( COVENTRY UNIVERSITY)

 In this Programme I have leaned basic of all engineering background stream like Mechanical, Civil, Electronics and all majors’ sectors. I have also got knowledge about Sensors, Hydraulics and Neurotics method etc. In this Programme I have done many Group and Individual Presentation and Coursework’s.

## HSC (SCIENCE)

## MAHARASHTRA STATE BOARD 2009-2011

# Skill AND Abilities

I possess a blend of the Entrepreneurial and Managerial skills

 - The ability to manage time and people successfully.

 - Communication skill and ability to sell ideas and persuade others.

 - The ability to work both as part of team and independently.

 - Self Motivated, discipline, adaptable with innovative thinking and creativity.

# WORK EXPERIENCE

# **: FREELANCER REAL ESTATE AGENT (MUMBAI) 2016-PRESENT**

## I have actively working with many real estate firm as an agent. My duties such as study property

Listing, interview prospective clients, accompany clients to property site, discuss condition of sale and buy. Make up real estate contracts for clients.

## : Front Office Adminstration (RECEPTION) 2014-2015

##  Hotel Cherry Orchid In (SUNNYVALE, USA)

My responsibilities were Accommodates Visitors and Clients. Control distribution of guest call. Record File and track all guest list. Outgoing and incoming Courier and Sort mail. Manage all matters related to guest and other hotel staff.

## : Office Store assistant

##  ABBERCROMBIE AND FITCH CLOTH STORE (BIRMINGHAM UK) 2013

For the month I had a rotating position. Then I was appointed as a frontline staff and my job was to help in orders of the customer’s.

I was also responsible to handle cash as I was in-charge of the counter.

#  Languages

English, Hindi, Marathi

# REFERRANCE

ON REQUEST