**CURICULAM VITAE**



**MEGHRAJ**

D.O.B.: 24-09-1992

Nationality: India

Current City: Dubai

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**CAREER OBJECTIVE**

* To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn in making an organization successful.
* To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve organizational goal.

**ACADEMICS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Exam** |  |  | **Month&** |  |  | **Board** |  |  | **Percentage** |  |  | **Class** |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Year** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | S.S.C. (10TH) |  | March- 2007 |  |  | G.S.E.B | 57.00 |  |  | SECOND |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | H.S.C ( 12Th ) |  | March- 2009 |  |  | G.S.H.E.B. | 51.00 |  |  | SECOND |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PROFESSIONAL EXPERIENCE**

**Gratitude Real Estate** (June 2010–December 2017)

**Sales Executive Manager**

* Confident and authoritative speaker.
* Strong presentation skills.
* Confidence in your own abilities.
* A high degree of self-motivation.
* A passion for selling.
* Personal ambition.
* Resilience and persistence.
* Ability to communicate with people at all levels.
* Strong negotiation skills.
* Able to work own your own initiative and as part of a team.
* Results orientated.
* Good time management.

**RESPONSIBILITIES AND ROLE DETAILS**

* Call new customers in week days
* Provide new leads to executives
* Create a site visits for new customers and mail them project details
* Find new projects and take details of projects
* Create a Business relations with builders and sales department
* Arrange site visits for customers and weekends
* Take regular follow up from the customers
* Established positive client relationships by fielding initial calls from prospective clients with data entry and listing of activity logs
* Organized and maintained client files to ensure current information on prospective buyers
* Created high interest flyers to advertise available properties to prospective clients
* Effectively managed invoicing and outgoing payments
* Carried out necessary job functions utilizing Microsoft Word, Excel, and PowerPoint
* Recruiting and motivating staff and also learn from them.
* Generating detailed daily, monthly and yearly reports on operation, staff and maintenance.
* Maintained calendars for two senior change managers
* Assisted Realtor with various tasks, including marketing/advertising projects.
* Answered/directed phone calls, greeted visitors, and completed various office tasks as needed by manager.
* Manage inventory of properties for the agency.
* Handle telephone and e-mail inquiries, supplying information as needed.
* Prepared reports and documents for all sales and rentals.
* Deal directly with asset managers and banks when the negotiated property was a short sale or a foreclosure.

**ACHIEVEMENTS**

* Because of my strong interpersonal and team managements skills, I was Promoted As A Sales Executive Manager From Sales Executive in Sales Department

**COMPUTER SKILLS**

* MS Office
* MS Word
* MS Excel
* MS Power Point

**LANGUAGES**

* **English –** Excellent reading, writing and speaking
* **Hindi –**Excellent reading, writing and speaking
* **Gujarati** - Excellent reading, writing and speaking

**DECLARATION**

* I consider myself familiar with real estate Aspects. I am also confident of my ability to work in a team.I hereby declare that the information furnished above is true to the best of my knowledge.

**Yours faithfully**

**Meghraj**