

# Tanveer Singh Chawla

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## Objective

- To work with organization in an innovative environment to evolve my professional job-oriented skillsets and utilize them to grow professionally, become a value added, efficient and effective employee and contribute towards organization's success.

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## Skills

- High-energy, Quick learner and confident executive with a passion for challenges
- An enthusiastic and personable team player, able to communicate effectively with diverse cultures.
- Ability to achieve targets and handle multiple functions and activities in high-pressure environments with tight deadlines.

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## Education

Education	School/College	Year
B.Com	Lucknow University	2013
XII	St. Mary's School , Lucknow	2009
X	NIOS, Lucknow	2007

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## Job Experience

- Working with **InvestoXpert Advisors Pvt Ltd** as a Pre-Sales Manager from January 2023 till Date.

### Job Responsibilities:

- Handling team of 10 colleagues
- Making sure to generate leads for residential clients by doing 100 calls on a daily basis
- Doing call audit and taking team meeting to give feedback and improve the performance of the team and also sending daily meeting reports by updating the daily performance of each member of the team.
- Coordinating with the sales team to get feedback on improving the loopholes and work on it

- Worked with **SMC Real-estate Pvt Ltd** as a Team Leader from September 2019 till November 2021.

Job Responsibilities:

- Handled a team of 15 colleagues
- Conducted Project Trainings for commercial and residential properties to new hires
- Responsible and accountable for meeting daily targets for self and team
- Responsible for call audits and sharing feedback with the team
- Handled supervisor calls to ensure that proper communication was provided
- Engaging with premium customers to build relationships, and delivering a positive customers experience while acquiring new customers
- Coordinating with the sales team to follow up with the customers

- Worked with **360 Realtors** as a Sales coordinator from September 2016 till August 2017.

Job Responsibilities:

- Generating leads for residential and commercial property for Noida location
- Understanding customer's diverse, specific needs and applying product knowledge to meet those needs.
- Coordination with the sales team to follow up with the customers.

- Worked with **Square Dotcom Pvt Ltd (Square yards)** as a customer relationship officer from September 2015 till June 2016

Job Responsibilities:

- Generating leads by handling inbound and outbound calls

- Worked with **Big City Fashion Pvt. Limited-Singapore** as a Sales personnel from January 2014 till May 2014

Job Responsibilities:

- Handling customers at front desk
- Maintaining cash and credit ledgers
- Maintaining stock book for the store

- Worked with **PN International (100% Export Oriented Unit)** in HR & Admin dept. as Executive from December 2012 till December, 2013

Job Responsibilities:

- Maintaining payroll for daily labours
- Updating daily Biometrics and attendance for executives and labours
- Giving overview of company to new workers
- Resolving labour queries in terms of disputes or issues
- Looking after Medical or Injury arising out of laborious work
- Distribution of Monthly wages to labours
- Looking after Safety equipment's and renewal of gases

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### Curricular Activities

- Awarded for Dance Competitions
- Organized school Fest and various events

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### Hobbies

- Dancing, playing cricket and listening to music

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### Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

[Tanveer Singh Chawla]