

YASH BUD CHAUHAN

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CAREER SUMMARY

Ambitious, personable agent with 1 years of experience providing extensive knowledge about the real estate community and housing market. Eager to continue growing in market trends while proving my ability to win clients, guiding them through inception to close, who will refer future business to Open door.

EDUCATION

Bachelor of Arts
Indira Gandhi National Open University

Diploma in Tally & MS Excel, SCT, DELHI 2019 –
2020

EXPERIENCE

2022 to 2024: Sales Executive / (Urbanland Infratech Pvt Ltd)

- Compiled and updated lists of many properties with details regarding location, squarefootage, features, and more
- Developed positive relationships with builder's office staff.
- Designed marketing campaigns through the use of digital media and promotional items, to add business.
- Communicated with sellers, buyers to understand property needs, timeline, and budget.

Feb 2024 to June 2024: Sales Executive / (Optus Housing)

- Present purchase offers to sellers for consideration.
- Negotiate prices or other sales terms.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Appraise property values.
- Advise clients on market conditions, prices, mortgages, legal requirements, and related matters.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Develop content for sales presentations and other materials.
- Accompany buyers during visits to and inspections of property, and advise them on the

suitability and value of the property they are visiting.

- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds, and leases.



SKILLS

- Superior customer-service and interpersonal skills, which allow me to take proper care of customers and answer all their questions to help them.
- Advanced math skills for handling large amounts of cash without making mistakes.
- As a Sales head, initiative is necessary to find new clients, gauge their needs, and act as a solid salesperson.



COMPETENCIES

Computer skills:

Fully comprehensive with the following software:

- MS Office
- MS Excel

Competencies:

Team player, accurate, motivated, reliable, fast and friendly



HOBBIES AND PERSONAL INTERESTS

Interests: Travelling, Watching movies, Paragliding and other adventurous sports. Hobbies: Painting and Dancing