**GAURAV SHARMA**

Manager-Sales

+91-9818636766, [gauravoct23@gmail.com](mailto:gauravoct23@gmail.com), A 171, Gulshan Bellina, Noida Extension, 201014

**Summary**

Experienced Real Estate Manager with 4+ years of experience in residential real estate consulting. Proven track record of successful leads conversion into sales.

**Work Experience**

**Real Estate Manager**- **Ultraroot India Services Pvt. Ltd., Noida Extension**

June2023**-** Present

* Managed residential real estate portfolio In Noida Extension & Central Noida.
* Assisted in the development and implementation of new property with management by conducting regular inspections of properties
* Evaluated and maintained key vendor and contractor relationships to ensure quality services.

**Real Estate Manager - Hedgehomes**

Feb2020**-**May 2023

* Facilitated the financial management of properties, including budgeting, financial reporting, and revenue generation.
* Prepared and analyzed monthly financial and operational reports to ensure accurate accounting practices.

**Senior Claim Analyst -Nthrive Global Solutions**

Sep-2012 –Feb-2020

Medical Billing corporate backend process

**SKILLS**

Property Management

Client Relations

Negotiation Skills

**EDUCATION**

**BSc** • Delhi-University **DOB** • 23May1984