BIRENDRA KUMAR PATRO

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Current Address: 13-6-438/A/45, SN Colony, Gudimalkapur, Mehdipatnam, Hyderabad-28(A.P)

**Seeking a position in a growth oriented organization where I can execute and leverage my skills in sales, marketing, management and effective communications and progress in my career objective.**

**PROFESSIONAL SYNOPSIS**

Sales in Residential apartments and Villas, Arranging corporate shows and presenting the project, Negotiations.

**SCHOLASTICS**

2006 MBA Master of Business Administration in Marketing from **BPUT University, Odisha**

2004 B.Sc Bachelor In Science from Berhampur University, Odisha

2001 +2Sc. Intermediate in Science form CHSE, Odisha

**ORGINIZATIONAL EXPERIENCE**

1. **Vajram Constructions Pvt. Ltd.**

Project: Aster Homes , Gopanpally

Role: Sr. Executive Sales

Duration: Jan 2014 – till date

**Roles & Responsibility**

* Sending day-to- day reports to the sales manager about the leads and also the site visit reports.
* Inviting the clients to visit the site and giving a clear presentation about the project to the client.
* Helping the client with all the required documents like agreement of sale, receipts, plans, approvals, etc.
* Maintaining a good relationship with all the departments for a smooth process.
* Participating in the property shows to attract more clients for the site visits.
* Actively involved in branding and marketing the project and competitor analysis.

1. **Company Name: Aparna Constructions & Estates Pvt. Ltd**

Project: Cyber Commune, Aparna Sarovar, Grande, Hill Park Avenues, Lake Breeze etc.

Role: Executive Sales

Duration: Oct. 2010 – Feb 2013

**Roles & Responsibility**

* Making cold calls and generating leads and reporting to the sales manager every day.
* Maintaining a good relation between the customers and the office staff.
* Giving a proper presentation to the customer about the project and provide all the information about the project.
* Responsible for collecting 20% of the flat cost from the customer and provide him all the related documents.
* Helping the customers all the property related issues like Home Loans, Interiors, etc.

1. **C:\Users\Vajram3\Desktop\download (1).jpgPBEL Property Development ( India) Pvt. Ltd**

Project: PBEL City, APPA Junctions

Role: Executive Sales

Duration: Sept 2009- Sept 2010

**Roles & Responsibility**

* Maintaining a record of customers and calling them regularly for the updates.
* Maintaining a good relation between the customers and the office staff.
* Making cold calls and generating leads and reporting to the sales manager every day.
* Giving a proper presentation to the customer about the project and provide all the information about the project.
* Making research about the market and about the competitors.
* Responsible for collecting 20% of the flat cost from the customer and provide him all the related documents.

1. **Company Name: Royal Home Constructions Pvt. Ltd**

Projects: Himayathnagar, Gandhi Nagar, Tolichowki

Role: Marketing Executive

Duration: June 2007– Sept 2009

**Roles & Responsibility**

* Maintaining a record of customers and calling them regularly for the updates.
* Helping the client with all the required documents like agreement of sale, receipts, plans, approvals, etc.
* Making customers motivate to make a fruitful association and convincing them regarding the prices and making a healthy relationship.
* Handling all the documents part and collection of funds from the customer.

**ACADEMIC PROJECTS**

* Marketing Strategy, Colgate Palmolive, Bhubaneswar.
* Customer Relationship Management in Banking sector, “With Special Reference to State Bank of India”.

**PERSONAL DETAILS**

Date of Birth : 15.06.1984

Father’s Name : Niranjan Patro

Sex : Male

Nationality : Indian

Marital status    : Married

Languages    : Oriya, English, Hindi.

Hobbies : Surfing, Travelling

I hereby declare that the above information is true to the best of my knowledge.

Date:

Hyderabad                       Birendra Kumar Patro