

**RESUME**  
**POKAR DAS KATARIA**  
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Ahmedabad, Gujarat

### **CARRER OBJECTIVE**

To build career in a growing organisation, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organisational goal and climb the career ladder through continuous learning and commitment.

### **ACADEMIC QUALIFICATION**

- B. Sc. from Government College, Ajmer, Rajasthan.
- M.A. from University of Rajasthan.

### **PERSONAL SKILLS**

- Team management
- Communication skills(oral and written)
- Convincing and Negotiation skills
- Commitment , dedication and time management
- Strong managerial skills
- Problem solving skills and creative thinker
- Basic Knowledge of MS Office
- Organisational and administrative skills
- Customer service skills
- Sales driven
- Attention to details

### **WORK EXPERIENCE**

#### **Head of Sales, Prarambh Buildcon; Ahmedabad – 2016 to Present**

- Mentoring and training sales team.
- Actively monitoring sales of the organisation, identifying challenges and solving them with proven problem solving skills and marketing strategies.
- Committed to consistently increasing sales
- Ensured abiding by vendor's quotations.
- Utilised technology and looked after construction and material to get better and satisfactory result with multidimensional approach.

#### **Sales and Administrative Manager, The Property Shopee, Ajmer – 2010 to 2015**

- Built and maintained rapport with clients, vendors, staff, partners and members of all entities(private and government).
- Mentored and trained new recruits.
- Completed four projects and fulfilled client bid.

#### **Property Consultant, Property Corner, Ajmer – 2004 to 2010**

- Developed relationships to grow future sales and referrals
- Ensured maximum customer satisfaction and Delivered successful sore of deals.

- Reviewed and advised regarding investment prospectuses
- Negotiated contracts

### **Administrative Manager, Pic & Save, Muscat- Oman – 1999 to 2003**

- Fostering and maintaining with clients a partnership based on trust and honesty
- Maximised business potential from each client relationship.
- Independently managed multiple projects of varying degree of complexity.
- Worked effectively with Managers and Directors within the business to identify new products and growth opportunities.

### **Sales Manager, Abu Textiles Division, Oman – 1991 to 1998**

- Experimented and learnt sales boosting techniques
- Provided quantitative and qualitative assessment of market.
- Assigned and distributed work to achieve targets.
- Developed a sustainable buyer network.
- Accelerated sales rate through implementing marketing techniques
- Supported constant collaboration with current clients and attracted new customers through a channel of strong customer service, sales and communication.

### **ADDITIONAL INFORMATION**

- Fundamental knowledge of legal paper work and organisations.
- Construction costing and material knowledge which helps to evaluate projects better.
- Accelerated sales by innovative planning and schemes.
- Have more than 25 years of experience in strategic marketing.