**RESUME**

**Mr. Viral Patel**

**Email: -** [viral\_1985@hotmail.com](mailto:viral_1985@hotmail.com)

**M:-9099905906**

**OBJECTIVE**

To secure a position in a well-established organization with a stable environment that will lead to a lasting relationship and flowing opportunities for growth.

**Core Competence**

Enterprising, extroverted and customer-focused sales leader with a natural ability for building new business and forging loyalty with clients, vendors and external business partners. Identifies and capitalizes on emerging business ventures to propel an organization to the top tier of its industry. Motivational management style with a proven history of building, guiding and retaining high-performance teams to develop and implement strategies for accelerated growth. Strives to optimize operations, reduce costs and improve service quality while strengthening the bottom line.

Strategic Planning Market Analysis

Price Negotiation Sales Training & Team Leadership

Client Relationship Management New product Launching & Development

Sales & Marketing Promotion & Event Management

New Business Development Communication & Follow-up

**AREAS OF EXPERTISE**

**Marketing**: New Market and Target Audience Identification, Competitive and Costing Analysis, Category Marketing, Campaign Development and Execution, Market Launch

**Branding**: Brand Development, Positioning and Recognition, Brand Expenditure Management, Product Quality and Competiveness, Product Lifecycle Management

**Relations**: New Business Development, Relationship Building, Client Presentations, Special Interest Groups, Public Contact, Acquire Client Contracts, Service Client Accounts

**Communication**: To get point across, create a compelling presentation to support goals and get buy-in for ideas, inspire others to achieve better results and demonstrate emotional intelligence.

**Operations**: Planning effective control on materials and inventory, overseeing the maintenance of building components including internal utilities and equipments.

**EXPERIENCE HIGHLIGHT**

**Property Freelancer (**April 2013 to present**)**

* Present purchase offers to sellers for consideration.
* Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
* Compare a property with similar properties that have recently sold to determine its competitive market price.
* Contact property owners and advertise services to solicit property sales listings.
* Arrange meetings between buyers and sellers when details of transactions need to be negotiated.
* Inspect condition of premises, and arrange for necessary maintenance or notify owners of maintenance needs.
* Rent or lease properties on behalf of clients.
* Review plans for new construction with clients, enumerating and recommending available options and features.
* Visit properties to assess them before showing them to clients.
* Locate and appraise undeveloped areas for building sites, based on evaluations of area market conditions.

**HDFC LTD, INDIA**

**HDFC REALTY PVT LTD** June 2012 to Feb 2013

**Property Counselor (Team Leader)**

* Preparing daily workloads for staff & coordinating the daily allocation of work.
* Motivating the team to achieve high standards and KPI targets.
* Handling new client enquiries and acting as the face of the business.
* Working with the sales and marketing team to drive sales forward.
* Monitoring & reporting on standards & performance targets.
* Arranging & chairing weekly team meetings, focusing on targets & achievements.
* Implementing new initiatives, Involved in the recruitment of new staff.
* Praise team members and creates a positive working environment
* Coordinate appointments to show homes to prospective buyers.
* Compare a property with similar properties that have recently sold to determine its competitive market price.
* Contact property owners and advertise services to solicit property sales listings.
* Interview clients to determine what kinds of properties they are seeking.
* Review property listings, trade journals, and relevant literature, and attend conventions,
* Seminars and staff and association meetings to remain knowledgeable about real estate markets.
* Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
* Generate lists of properties that are compatible with buyers' needs and financial resources.
* Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
* Arrange meetings between buyers and sellers when details of transactions need to be negotiated.
* Coordinate property closings, overseeing the signing of documents and disbursement of funds.
* Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
* Accompany buyers during visits to and inspections of the property, advising them on the suitability and value of the homes they are visiting.

**DHARMADEV Infrastructure LTD**

**Senior Marketing Assistant**

January 2011 to May 2012**.** , INDIA

* Role in product development and a new product launch.
* Role in sales-training program to improve the performance.
* Leading any contract negotiations that resulted in a positive business deal.
* Assisted in implementing marketing strategies as directed by the Manager or Marketing Director.
* Assisted residents in the grievance and referral processes.
* Inspected each property a minimum of twice weekly and make recommendations to Manager.
* Coordinating property closings and overseeing document signing
* Analyzing market trends to determine competitive market prices
* Providing legal, economic and market advice
* General administration duties
* Handel property shows with positive outcomes
* Analyze market trends to determine competitive market prices.

**EDUCATION**

**University Of Ballarat**, **Australia**2009

**Master of Business Administration (MBA),** full time studies

Major in **International Management** Also Studied **MARKETING**

**CPIBA, School of Business**, **Gujarat State University,** INDIA 2006

**Bachelor of Business Administration (BBA):** full time studies

Major in **Finance Management**

**Extra-Curricular Activities**

* Public speaking and debates workshops.
* Participating in Tracking and mountaineering course and received govt. certificate.
* Participated in the Susan G. Komen Race for the Cure
* Coordinated musical event at Sydney Myer Music Bowl, Melbourne. Australia, managing highest appearance of public.
* Participated in national level painting competition and won
* Playing regular sports like volleyball and basketball etc.

**Computer**: Basic knowledge of Microsoft Excel and Microsoft Word, Knowledgeable in Microsoft Power Point and internet