

Hemalata Valecha

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Summary:

Proactive, energetic and result oriented Sales Manager with exceptional balance of creative and analytical skills in real estate industry with experience of more than 8years.

Well versed in negotiation, customer handling and fostering team work.

Highlights:

- Diplomatic, tactful communicator across organizational levels.
- Critical thinking and time management skills.
- Problem solver with ability to achieve conflict resolution with focus on customer service & profitability.

Roles and Responsibility:

- ⇒ **Sales Manager** — Keval Vision Corporation [ASHRAYA] (April 2015 – present)
- Coordinating with sales team of more than 15 persons.
 - Supervising development of projects and assigning work from foundation to final use.
 - Maintaining MIS and reporting to management.
 - Coordinating with Banks and other agencies for smooth operations.
 - Preparing marketing plan with team members.
 - Getting feedback and taking review meetings on weekly basis.
 - Vendors and Debtors management.
 - Active participation in product launching and expansion of business.
- ⇒ **Sales Executive** — Keval Vision Corporation [ASHRAYA] (April 2012 – March 2015)
- Client handling from foundation to final use.
 - Coordination with lawyers and advocates for allied documents pertaining to clients.
 - Participating actively in exhibitions and promotion of project.
 - Looking after timely collection from clients and assisting team in stages of construction.
 - Document verification and assisting clients in legal help.
- ⇒ **Account Executive** — Keval Vision Corporation [ASHRAYA] (March 2010 – March 2012)
- Data Entry of all the clients in accounting software (tally).
 - Preparing journal vouchers, bills and salary statement of staff.
 - Ensuring proper documentation and vendor management.
 - Fund flow management.

Academia & Other Courses:

Name of the Degree / Certificate	University/College	Grade	Year
Bachelor of Legislative Law	Gujarat University	II	2009
Bachelor of Arts (Economics)	Gujarat University	II	2006

Hobbies:

Singing, experimenting new cuisines and nature walks.

Personal Information:

- ⇒ LINKEDIN PROFILE: <http://in.linkedin.com/in/hemalatavalecha/>
- ⇒ PERMANENT ADDRESS: G-601, Savvy Solaris, Behind PVR-4D Mall, Motera, Ahmedabad.