

Gauri Rupani

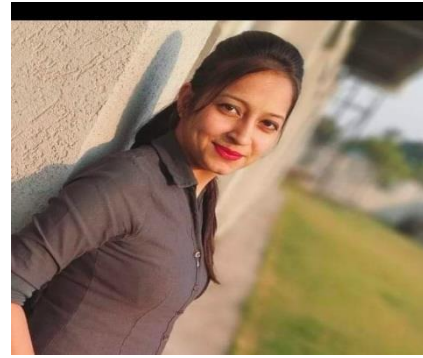
Executive/Senior Executive

Bewas Chowk

Ulhasnagar - 421001.

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WORK EXPERIENCE

Lodha Developers, Dombivali- Executive

February 2020- PRESENT

- ❖ Hospitality and Property Management at Multiple Sales Office
- ❖ Handle the day to day operations by Coordinating with all the departments.
- ❖ Repair and Maintenance of the Property
- ❖ Property Snagging
- ❖ Maintain excellent customer relations.
- ❖ Channel Partners Meet
- ❖ Attention to detail.
- ❖ Vendor Management.
- ❖ Team Handling.
- ❖ Housekeeping Management
- ❖ F&B Service
- ❖ SAP System (End User)
- ❖ Billing
- ❖ Internal Audits (Mystery/Hygiene/MEP)
- ❖ Event Management

Sunshine Housing and Infrastructure Pvt Ltd, Badlapur – Sr. Sales Executive

December 2015- February 2020

- ❖ Sales
- ❖ Handling MIS
- ❖ Coordination with Bankers
- ❖ After Sales Service
- ❖ Daily Reporting
- ❖ Petty Cash Handling

EDUCATION

C.H.M, Ulhasnagar –B.com Graduate

April 2014-March 2015

- ❖ Scored 74%

SKILLS

- Communication Skills
- Leadership Skills
- Team Management Skills
- Property Management Skill
- Customer Relationship
- Vendor Management Skills
- Timeliness
- Quick Learner
- Flexible
- Responsible
- Organization Skills

AWARDS

Ace of Excellence February 2022:

For proactively leading key initiatives like readying sales gallery, organizing C.P Meets Training new joining.

Ace of Excellence August 2021:

for Handling New Sales Gallery single handedly.

LANGUAGES

Hindi, English & Sindhi

Additional Qualification

- ❖ Basic MS Excel
- ❖ Tally ERP 9
- ❖ SAP (End User)
- ❖ SAP FICO (Learning)
