

# **RESUME**

## **SHANTI SINGH**

Add. Kursi Road, Lucknow

Contact No. 9889165961

Email Id: shaanisingh67@gmail.com

## **CAREER OBJECTIVE:**

To obtain a positive that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## **ACADEMIC QUALIFICATION:**

- High School passed from U.P. Board in 2013.
- Intermediate passed from U.P. Board in 2015.
- Completed B. Com. from Lucknow University in 2018.

## **WORK EXPERIENCE:**

- Company : **Malasa Developers Pvt. Ltd.:**
- Designation : **Sale Executive**
- Duration : **July 2019 to May 2022**
- Job Responsibilities
  - Generated lists of properties based on buyers demands and request.
  - Managed Appointments to show homes to prospective buyers.
  - Prepared legal real estate documents such as deeds and leases.
  - Excellent customer handling skills.

## **SKILL:**

- Ability to handle a wide variety of task.
- Presentation, Communication Skills

## **Strength:**

- To achieve my goals as per planning
- Self confidence
- Flexible in different working environment

**PERSONAL DETAILS:**

Father's	:	Mr. Harsh Pal Singh
Date of birth	:	10/08/1998
Nationality	:	Indian
Gender	:	Female
Language Known	:	Hindi & English
Marital Status	:	Single

**DECLARATION:**

I hereby declare that information given above is true and fair to the best of my knowledge and belief.

Date:

Place:

(Shanti Singh)