

# RAJAN GUPTA



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## SUMMARY

Diligent professional with strengths in scheduling appointments, filing and providing administrative support to real estate agents. Aspiring to enhance skills and be part of sustainable workforce. Competent Real Estate Agent Assistant with background in performing market analysis and organising property auctions. Goes extra mile to assist real estate agents in developing smooth transactions. Reliable professional with superb reporting skills. Demonstrates meticulous attention to detail to uphold internal document control processes. Organised individual uses initiative to support and improve office operations.

## EXPERIENCE

### Real Estate Agent Assistant

SAI ENTERPRISES | Mumbai, Maharashtra | August 2021 - Current

- Assisted in preparing documentation and clearing closing requirements for completion of real estate transactions.
- Input and updated client information into client database system for easy retrieval in future.
- Submitted all necessary documentation to office broker for file compliance.
- Obtained information and public records about property for sale to verify property location, boundaries and title owner.
- Helped clients look for properties based on needs and financial standing.

## LANGUAGES

Hindi: First Language

English:

B1

## SKILLS

- Dairy management
- Meeting coordination
- Marketing material development
- Enquiry handling
- Real estate expertise
- Retail knowledge

## EDUCATION

Smt Indra Gandhi P G College

Mau, UP

Bachelor of Arts(Appeard): Arts  
2019

Sahid Inter College

Mau, UP

Certificate of Higher Education:  
Arts  
2016



Intermediate

**PASSPORT NO. X5143114**

- Issue Date 15/05/2023
- Expiry Date 14/05/2033
- Place Of Issue. Lucknow