

JIVANSING INGLE

Phone: +91-8421419488 | jrajput2175@gmail.com | Location: Pune, Maharashtra

Professional Summary

Dynamic and client-focused **Relationship Manager** with proven experience in both **media analytics (BARC India)** and the **real estate sector**. Skilled in building and nurturing long-term client relationships, understanding business and individual customer needs, and delivering tailored solutions. Adept at **portfolio management, sales negotiation, and customer service excellence**. Recognized for consistently achieving targets, driving client retention, and providing strategic insights for business growth.

Professional Experience

- ❖ Sales Executive | Dream Works Realty, Pune. | May 2024 – Aug 2025
 - Reviewed and analyzed property listings, matching clients with suitable options to maximize satisfaction.
 - Provided professional advice and support to clients, negotiating leases and contracts that ensured smooth transactions.
 - Conducted 50+ site visits and property promotions, resulting in higher client engagement and faster deal closures.
 - Maintained accurate records and formal documents, ensuring compliance with company standards.
 - Delivered excellent customer service, achieving positive feedback and repeat client referrals.
 - Assisted managers with additional tasks, contributing to the overall success of the sales team.
- ❖ Relationship Manager | Meteorology Data Pvt. Ltd, Nagpur | Aug 2022 – July 2023
 - Collaborated with BARC (Broadcasting Audience Research Council), a government organization, to manage data collection projects for over 150+ households, ensuring 95% data accuracy and compliance with organizational standards.
 - Conducted lead generation and recruitment for data collection initiatives, successfully onboarding 100+ Households within a 11-month period.
 - Streamlined household data collection processes, reducing errors by 20% and improving overall efficiency.
 - Managed and maintained real-time data updates for 150+ households, ensuring timely and accurate reporting.
 - Built and maintained strong relationships with key stakeholders, achieving a 90% satisfaction rate in project delivery and communication.

Key Skills

- Client Relationship Management
- Real Estate Sales & Marketing
- Property Negotiation & Lease Management
- Lead Generation & Conversion
- Portfolio & Account Management
- Data Collection & Project Management
- Market Research & Analysis
- Customer Service Excellence

- Process Improvement
- Communication & Interpersonal Skills

Technical Skills (Tools / Software)

- **MS Office Suite** (Word, Excel, PowerPoint, Outlook)
- **Google Workspace** (Docs, Sheets, Slides, Gmail, Drive)
- **Data Entry & Record Management**
- **Basic Data Analysis** (Excel & Reporting Tools)
- **Communication & Collaboration Tools** (MS Teams, Zoom, Slack, WhatsApp Business)

Education

BSC Horticulture

DR. Punjabrao Deshmukh Krishi Vidhyapeeth, akola. | CGPA : 7.39 | 2021

Certifications & Achievements

- Awarded 'Top Performer' in Client Management (Month)