

V. SUDHIR

Zeenaat Vihar Phase – II , Ganesh Nagar
Bilaspur, Chhattisgarh
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CAREER OBJECTIVE

I would welcome a chance to work as a part of a dynamic team where I would make a significant contribution of my skills for the growth of the company and for a better career advancement.

PROFESSIONAL EXPERIENCE

SWARN GLOBAL ESTATES as **Senior Executive** from October 2016 to till date

ROLES & RESPONSIBILITIES

- Customer Relationship
- Marketing
- Collections and Recovery
- Handling Residential Projects
- Construction progress Follow – up
- People management
- Responsible to maintain the database of the clients and updating them regarding different proceedings of their purchased Units.
- Administration and Sales Support
- Bank loan and disbursement/ part disbursement processing
- MIS
- Assisting the buyers in post sale documentations such as loan, registry etc.
- Handling Broker's & clients queries.
- Client Satisfaction, feedback & queries
- Monitoring various software
- Controlling of back office staff to update records and financial transactions
- Proper coordination with team members and various departments
- Maintain relationship with banks and other financial institutes

SWARN GLOBAL ESTATES as **Executive** from February 2016 to October 2016

ROLES & RESPONSIBILITIES

- Bank disbursement follow-up
- Coordination with Sales & marketing team
- Site visit execution
- Customer follow-up
- Maintain daily construction progress report
- Back office & office administration
- Office administration

SWASTI VENTURES (CHEVROLET) as **Sales Consultant** from January 2015 to February 2016

ROLES & RESPONSIBILITIES

- Responsible for increase sales of four wheeler vehicles
- Demonstrated features of vehicles to customers
- Maintained relationships and called customers for referrals and future sales
- Advice customers on buying the car most suited to their preferences and budget
- Customer Follow – up
- Bank finance processing & documentation

STRENGTH

- Problem solving abilities.
- Willingness to continuously learning and accept challenges.
- Highly self motivation.
- Ability to handle situation.
- Hardworking & Dedication
- Ability to adjust into changing environment

EDUCATIONAL QUALIFICATION

Year	Qualification	Institute	Grade/Percentage
2015	PGDBA (Marketing)	Symbiosis Centre for Distance Learning, Pune	A+ 71.88%
2013	Bachelor of Commerce	Bilaspur University, Bilaspur	47.27%
2010	Senior secondary (C.G.B.S.E.)	Bharat Mata School, Bilaspur	62%
2008	High school (C.G.B.S.E.)	Bharat Mata School, Bilaspur	56%

TECHNICAL SKILLS

MS - Excel, MS - Word, Internet, E – Mail, Software management

HOBBIES

Book Reading
Bike Riding
Cooking
Listening music
Travel

CO – CURRICULER ACTIVITIES

- Participated in C.A.T.C. NCC Camp With 1st place in Drill
- Participated & been rewarded in Inter College Cricket Championship
- Participated in collage events as a organizer
- Participated in N.S.S. at school level
- Participated in inter school cricket championship
- Participated and been rewarded in inter school drawing painting exhibition

PERSONAL DETAILS

Father's Name : - Mr. V.V.V. Satyanarayan
Date of Birth : - 01/01/1990
Gender : - Male
Nationality : - Indian
Marital status : - Unmarried
Language Known : - Hindi, English, Telugu, Chhattisgarhi.

DECLARATION

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

V.SUDHIR