**CURRICULLAM VITAE**

**Amit Singh Dandotiya**

**Vill- chikli**

**Dist. – Rajnandgaon, Chhattisgarh**

**Mobile No: - 8475042678**

**Email: - amitforu16@gmail.com**

To work with an organization that offers me a challenging and ethical work environment leading to all round development of my abilities, helping me grow both as an individual and as a professional.

**Professional Experience – Residential, Industrial, Commercial (Sales & Marketing)**

|  |  |  |
| --- | --- | --- |
| **Company’s Name (Real Estate)** | **Designation / Location** | **Year** |
| Hero Realty Ltd. (A Hero Group Company) | Officer Sales & Marketing  ( Haridwar) | Apr2007 – Sep 2015 (8Years) |
| Supertech Limited | Asst. Manager Sales & Marketing (Haridwar & dehradun) | 1st Feb 2016 - 7 nov 2016 |

**Key Deliverables:**

* **Sales & Marketing:**
* To generate business for residential and commercial projects through Direct/Corporate Sales as well as Dealers/Brokers.
* To follow up and close leads generated by advertisement and walk-in.
* Maintaining MIS report of all ongoing and upcoming projects.
* To create new relationships that will lead to new business opportunities for the company.
* **Channel Management**:
* To activate new channel within the assigned territory.
* Giving Training to Channel partner about the USP’s of the project.
* To manage existing channels for generating business.
* To solve problems/issues and develop a strong relationship with the channels.
* Circulating information to all the site offices & Channels about the updates on the project. (New Tower opening, Price Updating & Specifications).
* **Customer Relationship Management**:
* To provide information to all the clients about the construction update.
* Motivating the team to reduce the waiting time to serve all the clients at the earlier.
* To provide all the relevant documents to the clients which are needed for Bank Loan.
* Handling grievances and providing alternate solutions.
* **Operations:**
* Managing activities pertaining to negotiating/finalization of deals for smooth execution of sales & order processing.
* Monitoring and manage site office.

**PROFESSIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **University** | **Year** |
| M B A (Marketing, Finance) | Nimbus academy UTU in dehardun1st Division | 2012 |

**ACADEMIC CREDENTIALS**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Board** | **Year** |
| Secondary School | UP Board Allahabad 2nd Division | 1999 |
| Higher Secondary | MP Board 1st Division | 2001 |
| Bachelors in commerce (B.Com.) | MLB Jiwaji University gwalior 2nd Division | 2004 |

**Computer Skills**

* **Four month certificate in computerised financial accounting(Tally 7.2/8.1/9.0) from ACME computer centre in haridwar**
* **1 Year certificate in basic computer from APVC Computer Centre in haridwar**

Network: Internet, Email, Chatting, Uploading & Downloading.

**Hobbies**

* Playing cricket
* Traveling
* Making new friends.

**Personal Information**

Date of Birth : 26 Feb 1984

Nationality : Indian

Marital Status : Married

Father’s Name : ShriGovindsinghdandotiya

Permanent Address : Jankganj, Lashkar Gwalior

M.P. Pin code- 474001

Preferred Job Locations : Anywhere in/Uttrakhand/ UP/ other

**Declaration**

I hereby affirm that above information in this document is accurate and true to the best of my knowledge

Date:

Place: ( **Amit Singh Dandotiya)**