

Resume

Name : Ram B. Khandagle
Address : S. No. 10/1 “Asha Niwas “ Choudhri Park
Sambhaji Nagar Near to Dhurga Mandir Dighi
Pune- 411015
Contact No. : 8329005015
E-Mail ID : khandagle2009@gmail.com
Date of Birth : 25th March 1980

Objective :

Seeking a position to utilize my skills and ability in industry and company that offers professional growth while being resourceful, innovative and flexible.

Profile:-

Above 7 yrs. Work experience in Sales & Marketing.

Education Qualification:

Last Year B.A. Appear from in Pune University

Technical Qualification:

Operating System : MS –DOS, Window 2000, Typing speed 40.
Application : Word, Excel, Power Point

Current Professional Detail :

1) Mind Space Realty Pvt. Ltd.

Mind Space Realty Pvt .Ltd. is a Pune based real estate company promoted by Bhandari Group and Thakkar Group. UIOF, a fund managed by UIVCL is a stakeholder in the company. Promoters of MSR, Bhandari Group and Thakkar Group are having more than 30 years of experience in the field of real estate and have done many projects in cities of Pune and Mumbai.

- **Designation** : Customer Relationship Manager (Post sale process)
- **Period** : 12th Nov 2008 to till date
- **Job Responsibility:**
 - Study all the legal document and prepare all sets for project search & Title report.
 - Generate & paid Challan of stamp duty & Registration fee and Online Property TDS Challan Process for Agreement to Sell.
 - General office management maintained agreement with customer and promoter/ Developer, prepare agreement & (other deeds & documents), calculation of stamp duty about sale, resale, rent & other documents & handling all registration process.
 - Maintained all legal documents and scan all legal project agreement.
 - Preparing costing details and payment schedule as per the agreement.
 - Help customer by providing Information answering the question complete payment transactions.
 - Maintaining legal documents & records
 - Sending request for project loan NOC
 - Prepare total agreement report on monthly basis and sending management.
 - Prepare all type loan documents
 - Legal work done (society formation , apartment condominium)
 - Center point of all projects.
 - Documentation and feedback from client and market analysis
 - Prepare the Mortgaged loan NOC & other document
 - Handel all project Legal document
 - Arrange the bank meeting
 - Provide all type bank detail for the customer requirements
 - Handle the Collection.
 - Recently know the all formalities and help to management to RERA Registration.
 - Maintaining all project data

- Issued demand letter & follow-up the customer for payment
- Prepare the project loan documents & coordinate bank person
- Handling Sales to possession all formalities .

2) **IDBI Bank (Pune):**

IDBI was set up under an Act of Parliament as a wholly –owned subsidiary of Reserve Bank of India in July 1964. In February 1976, the ownership of IDBI was transferred of governments India in September 1994 in response to RBI policy or opening up domestic banking sector to private participation. IDBI in association with SIDBI set up IDBI bank ltd. Today IDBI bank has a network of 161 branches, 369 ATM & extension counter spread over 95 cities.

- **Designation** : Sr. Home Loan Executive
- **Period** : 3.5 years
- **Job Responsibility** :
 - Achieved the Target home loan client.
 - Provide excellent customer service
 - Handel corporate company customer
 - Handle Builder customer
 - Approved New project
 - Provide excellent Builder Service
 - Handle legal query

3) **Eureka Forbes Limited:**

Asia's largest direct sales company. Eureka Forbes is complete range of water purifiers, Vacuum Cleaners, Air Purifiers, Electronic Security solutions and Industrial Cleaning solutions.

- **Designation** : Sale Officer

- **Period** : 1 yrs.
- **Job Responsibility** :
 - Achieved the Target
 - Provided the information for the product.
 - Get the feedback about the product.
 - Deliver the product
 - Arrange the Meeting.

4) Advik Hi-Tec Private Ltd.(Chakan)

Advik HI- Tec Private Ltd. Company is supplier the spread part of vehicle.

- **Designation** : Clerk
- **Period** : 1 yrs.
- **Job Responsibility** :
 - Date Entry
 - Handel back office work

Personal Detail

- **Name** : Ram Khandagle
- **Father Name** : Babu H. Khandagle
- **Nationality** : Indian

- **Language know** : English , Marathi, Hindi

(Ram Khandagle)