

CURRICULUM VITAE

Divesh Mahadeo More.

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Position Applied For: Real Estate Sales Manager / Senior Sales Executive (Residential)

OBJECTIVE

Eager to work with an organization of repute which will recognize and appreciate my skill & fully utilize my knowledge base while providing opportunity for further career advancement.

WORK EXPERIENCE

➤ **Siddharth Developers.**

Company Profile: Siddharth Developers are few of the reputed developers in South Mumbai with Projects in Lower Parel West and Central Suburbs. With Immense experience in developing mid-size residential projects also known for excellent quality and timely possession of the projects.

Position and Work Profile: Senior Sales Executive.

Work Duration: From 03th Jan 2016 to Till Date.

Location: Lower Parel West, Mumbai.

➤ **Job Description:**

- To acquire new prospective leads by networking, cold calling or other means of generating interest from potential clients.
- Follow up leads, contact leads and coordinate with channel partners and local brokers.
- To send bulk email and SMS to clients and investor on project information.
- Make calls to leads received from **Magic Bricks, Housing and 99acres.**
- Conduct market research to identify selling possibilities and evaluate customer needs.
- Setup meetings with potential clients and listen to their wishes and concerns.
- To develop a rapport with new clients, set new targets for sales and provide support that will continually improve client and build a strong relationship.
- Partner with clients to get clear view on their strategic & financial and needs.
- Manage the activities of others responsible for developing business for the company and keep a strong follow up policy.
- Create frequent reviews and reports with sales.
- Ensure the availability of stock for sales and demonstration.
- Negotiate/close deals and handle complaints or objections.
- Develop network and engage with various Channel Partners/Brokers to achieve better results.
- Gather feedback from customers or prospects and share with internal team.
- To Ensure that all customers receive excellent service through direct salesmanship and prompt service.

➤ **Navratna Realty.**

Company Profile: A proprietorship Real Estate broking firm with excellent services in Real Estate sector.

Position and Work Profile: Assistant to Proprietor / Property Executive / Sales

Work Duration: 15th Feb 2011 to 30th June 2014 (Total Years: 3Years)

Location: Mira Road.

- To assist the proprietor in various deals pertaining to company's profit & assist in bank and other office related work. Setup reminders for the proprietor on various meetings related to Property Exhibition and Conferences.
- Follow up leads, contact clients & coordinate with various property consultants, developers & local brokers. Follow up on property buyers for payment of brokerage and manage inventory of prospective investors and buyers. Send bulk emails and sms's to prospective clients and investors on new project launch. Make calls to the leads received from portals like (**MagicBricks, 99acres, IndiaProperty & Housing etc.**)
- Handle calls and client enquiries. Maintain Office Stationery, payments of office rent, mobile & internet bills & other subscription services from time to time,
- Maintain attendance of office peons & staff & hygiene in the Office.

EDUCATIONAL QUALIFICATION

- Graduated in **BBA from YCMOU University.**

EDUCATIONAL COURSES

- **Knowledge of Computer Applications (Microsoft Word, Microsoft Excel and PowerPoint)**

PERSONAL INFORMATION

- Gender : Male
- Date of Birth : 23rd. May 1987
- Age : 35 Years
- Marital Status : Married
- Languages Known : English, Hindi and Marathi
- Total Years' Experience : **9years Experience in Real Estate.**

Declaration

"I hereby declare that I have carefully gone through the eligibility for the job applied and meet all the conditions therein, that all the statements made by me are true to my knowledge and belief and nothing has been concealed and suppressed".

Sd/-

Divesh M. More

Sanpada, Navi Mumbai.

Maharashtra.