

Sachin Kumar

Nagla Vihari, Kota, Hathras (U.P.)

Phone: 8433172794

Email: [sachinkumar865042@gmail.com]

Professional Summary

Dedicated and result-oriented Relationship Manager and Broker with 4 years of experience in the real estate sector. Proficient in managing leads, inventory, and backend office operations while building strong associations with reputed real estate developers such as M3M, Godrej, Experion, and BPTP. Adept at fostering client relationships, negotiating deals, and ensuring seamless coordination between stakeholders to drive project success.

Key Skills

- Client Relationship Management
- Real Estate Brokerage and Sales
- Lead Generation and Tracking
- Inventory Management
- Office Administration
- Real Estate Project Coordination
- Communication and Negotiation
- Advanced Computer Applications

Professional Experience

Relationship Manager and Broker

Real Estate Sector

(2019 - July 2024)

- Established and maintained strong relationships with clients and real estate developers, including M3M, Godrej, Experion, and BPTP.
- Managed backend office operations, including maintaining, updating lead databases, and inventory records.
- Acted as a broker, facilitating property transactions and providing end-to-end support to clients.
- Coordinated with sales teams and developers to ensure seamless execution of projects and timely delivery of client requirements.
- Successfully contributed to achieving sales targets by generating, nurturing, and converting leads.
- Provided clients with detailed information on real estate projects, facilitating informed decision-making.

Education

- Master in Computer Applications (MCA)
IGNOU, Delhi (Expected completion: December 2025)

-
- Bachelor's Degree
JP Degree College, Kota, Hathras

- 12th Class Pass Out
KS Inter College, Kota, Hathras

- 10th Class Pass Out
KS Inter College, Kota, Hathras

Certifications

- Advanced Diploma in Computer Applications
Mathura

Languages

- Hindi: Native
- English: Proficient

Interests

- Real estate market trends
- Technology and software applications
- Networking and relationship building

References

Available upon request.

Date: - __/__/____

Signature.....