### **Tarun Gupta**

**Email ID: tarungupta61284@gmail.com** **Contact No.: 8806241323**

**OBJECTIVE**

Looking for a career, which will offer me challenging and exciting opportunity to learn new things and help me grow with the organization by using my personal, professional and educational skills to the maximum use.

**EDUCATIONAL QUALIFICATIONS**

Bachelor in Arts from S.A.Jain College, Ambala City, affiliated from Kurukshetra University with aggregate 62%. (2002-05).

**COMPUTER PROFICIENCY**

Diploma in Computers (Basic knowledge of word, excel, power point)from NIIT, Ambala Cantt.

## PROFESSIONAL –EXPERIENCE

## Bhandari Associates , Project Name – Swaraj TUV (Since April 2018-till Present)

**Designation: Sales Officer**

* **Attending the Walking client to enquire for Residential property.**
* **Explaining them about project & its features.**
* **To do daily follow up with clients telephonically.**
* **Analysing their requirement & closing the deal.**

## Ishwar Parmar Group (Since April 2016 till 4th Jan 2018 )

**Designation: Sales Officer**

* Attending and entertaining the clients through tele/personal/E mail/letter etc.
* Maintaining data such a enquiry books / registration/ follow ups
* Explaining payment schedule to the customers
* Time to Time co coordinating with customers
* Preparation of demand letters / Allotment letters / stamp duty letter / Welcome Letter/ Possessions Letter/ maintenance letters & Others
* Preparation Of Agreement to sale Draft & Related activities
* Updating list of outstanding payment
* Follow up with clients

## Amar Masala Company (Spices Manufacturing Company Since 2008-2013)

**Designation: Supervisor**

* Supervising the workers & their work.
* Maintaining records of daily activities.
* Solve the problems of labour .
* Assuring maintenance of quality of the product.
* Assuring proper decorum is maintained in the company .
* Preparing reports of daily expenses.

## EXTRA-CURRICULAR INTERESTS

* Listening to Music.
* Cooking.

## KEY STRENGTHS

* Quick learner, Self-motivated.
* Good interpersonal skill.
* Goal oriented. Dedication, Focused.
* Good team player.

## PERSONAL DETAILS

Date of Birth: 06/12/1984

Gender : Female

Languages Known: English& Hindi

Marital Status: Married

Husband’s Name:Ravinder Kumar

Address : A16C – 505, River Residency, Chikhali, Pune - 62

DECLARATION: I hereby declare that all the statements and information made above are correct to the best of my knowledge & belief.