

Pooja Rastogi

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Profile	
Objective	To seek and maintain full time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Hardworking and Passionate job seeker with strong organizational skills eager to secure entry level teaching position. Ready to help team achieve school goals
Core Competencies	
<ul style="list-style-type: none">• Data / Qualitative Analysis – Understand and present data to depict accurate information and focused deep dives• Effective Communication – Verbal and Written communication• Group learning mechanisms• Managing CP relationship and constant communication• Client Facing and closing the transaction.• Curating offers based on the project.• Channelizing the resources as per the requirement of the project.• Effective use of interpersonal skills• Enquiry based learning	
Education (Follow the order from the highest qualification to school certification)	
2021	Post-graduation in Sociology From - IGNOU (Delhi)
2011	Graduation in Political science (Honor's) College -Indraprastha college for women Delhi University (Delhi)
2008	Higher secondary school XII School – Meerut public school for girls

Work Experience	
Sonam Spark Infra Pvt Ltd - Closing Manager	October 12th, 2023 to Till Date
<ul style="list-style-type: none">• Prepare, review, and manage all necessary documents for the closing process, including sales agreements, deeds, title insurance policies, and mortgage documents• Ensure all documents comply with local laws and regulations• Act as a liaison between buyers, sellers, real estate agents, lawyers, and lenders to coordinate the closing process• Schedule and manage closing meetings, ensuring all parties are informed and present• Oversee the financial aspects of the closing, including the calculation and distribution of closing costs, taxes, and fees• Ensure all payments, including down payments, loan amounts, and closing costs, are accurately processed and documented• Ensure all transactions comply with state and local laws, regulations, and contractual obligations• Manage the signing and notarization of documents, ensuring legal requirements are met• Provide clear and timely communication to clients, answering questions and addressing concerns related to the closing process• Educate clients on the closing process, explaining terms, conditions, and any potential implications• Maintain organized records of all closing documents and correspondence	

- Generate and distribute closing statements and reports to relevant parties
- Identify and address any issues that arise during the closing process, including discrepancies in documents, financial calculations, or legal matters
- Work proactively to resolve conflicts and ensure a smooth closing experience for all parties
- Conduct final inspections and ensure all conditions of the sales agreement are met before closing
- Verify that property handover processes, including key exchanges and possession dates, are accurately managed
- Ensure all post-closing activities are completed, such as recording deeds and updating property records
- Follow up with clients and stakeholders to ensure satisfaction and address any post-closing issues

Delta Yards Realty Pvt Ltd – Sales Manager

Feb 25th, 2023 – Oct 10th, 2023

- Ensuring high levels of customer satisfaction and addressing customer complaints and issues promptly.
- Maintaining relationships with existing clients for repeat business and referrals.
- Regularly collecting and analyzing customer feedback to improve services and sales strategies.
- Conducting thorough market research to understand market trends, competitor activities, and customer preferences.
- Developing and implementing effective sales strategies and campaigns.
- Preparing and presenting detailed sales reports to the management.
- Ensuring all sales-related documentation is accurate and up to date.
- Maintaining and updating customer relationship management (CRM) systems.
- Coordinating with the marketing team to plan and execute promotional activities.
- Ensuring all sales activities comply with local regulations and legal requirements.
- Overseeing the preparation and management of sales contracts.
- Continuously seeking ways to improve the sales process.
- Implementing new initiatives to drive sales and improve customer engagement.

Personal Details

Date of birth: 05 JAN 1991

Languages Known: English and Hindi

Gender: Female

