

Anu Mehmi

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Seeking a position in a firm to, provide them with skills, qualifications and experience for building a strong platform.
Offering 1.6+ years of real estate experience.

EDUCATION

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| Symbiosis Distance Learning <i>PGDM- Customer Relationship Management, Pursuing</i> | Pune |
| YWCA of Delhi <i>Diploma in Office Management May 2015</i> | New Delhi |
| Gargi College, University of Delhi <i>B.A, (H) English, May 2014</i> | New Delhi |

PROFESSIONAL EXPERIENCE

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| JONES LANG LASALLE <i>Executive- Commercial Market</i> | Gurugram, Haryana <i>January 2019 – Present</i> |
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- Responsible for reviewing real estate and property value that is included
- Identifying & sourcing of quality supply of corporate office spaces.
- Pool details of the property with respect to coordinates and details of land / property owner and conduct site inspections.
- Making proposals for Transactors
- Handling all the incoming inquiries and requirements
- Keeping track of the ongoing deals and their invoices

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| JONES LANG LASALLE <i>Executive Assistant TO MD-Retail, MD Marketing and City MD</i> | Gurugram, Haryana <i>November 2017 – December 2018</i> |
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- Acting as the point of contact between the executives and internal or external colleagues
- Greeting visitors and deciding if they should be able to meet with executives.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Maintaining invoicing data for the team and following up for closure
- Maintain records and contact information for key external constituencies

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| CHANNELPLAY LIMITED <i>Executive Assistant TO VP- Operations and Business Development and growth</i> <i>Executive Assistant TO CEO</i> | Gurugram, Haryana <i>July 2016 – September 2017</i> <i>September 2017 – November 2017</i> |
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- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Cold calling potential customers and building relationships.
- Establishing customer needs and selling products accordingly.
- Attending Marketing Seminars.

- Arranging meetings with clients and carrying out product demonstrations.
- Following up swiftly on sales enquiries and sending out information.
- Make independent decisions regarding planning, organizing, and scheduling of work
- Prepare documentation and correspondence, memoranda and reports and gather background materials
- Maintain records and contact information for key external constituencies
- Respond to and direct requests from all patrons, in person, via telephone and e-mail

SAGACIOUS IP RESEARCH

Executive Assistant To COO

Gurugram, Haryana

August 2015 – June 2016

- Reading, monitoring and responding to the COO's email
- Answering calls and Handling queries
- Maintaining company's sites
- Planning, organizing and managing events
- Preparing presentations
- Preparing papers for meetings

SUMMER INTERSHIP

YES BANK

Office Management

Gurugram, Haryana

June 2015 – July 2015

OTHER ACHIEVEMENTS

- Editor for two consecutive years for the college annual magazine
- Played tennis till state level

PERSONAL DETAILS

Date of Birth: March 25, 1993