

# **ATMIYA MOTA**

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101/3033, Sethu CHS Ltd., Nr. Dominic School, Pant Nagar, Ghatkopar East, Mumbai – 400075

## **OBJECTIVE**

Residential Real Estate Agent Associate with 1+ years of experience in selling/buying/rentals properties and homes with proven track record of success. Able to generate business through networking and prospecting. Proven successfully, working with property owners and management and have developed successful business relationships with clients. Seeking a responsible position with dignified and reputed company for self and business growth.

## **PROFESSIONAL EXPERIENCE**

1. Rajshree Builders (September-2016 - till date)
2. ICICI Bank Home Search (May-2016 to August-2016)

### **Real Estate (Sales & Rentals)**

- Have Successfully done 8-10 deals in a short span of 6-months and have worked with and currently in touch with nearly 100+ Associates.
- Managing relationship with clients by providing support and services.
- Dealing with Clients on Buying / Selling / Rental proposal for Real Estate. Attending seminars/exhibitions for business.
- Acquiring clients to enhance Organization profitability.
- Working on Online portals and helping clients get the best deal.
- Set and managed appointments to show homes to prospective clients.
- Comparing recent property sales to current holdings to ensure competitive market price.
- Helping clients decide between financing options to ensure satisfaction.
- Keeping self updated with attending conversations, reviewing listings and trade journals.
- Experience with legal matters related to the real estate sales process
- Generated lists of properties compatible with buyer requests and needs
- Arranged meetings between buyers and sellers when terms needed to be negotiated
- Assisted in negotiation of terms surrounding purchases
- Accompanied and advised buyers during visits and inspections to ensure satisfaction with value and condition of property
- Helped in documentation during the agreement, title searches, deeds, licenses, etc.

## **EDUCATION**

Year	Degree	Institution	Performance
2014	Diploma – Electronics Engineering	Shah & Anchor Kutchhi Polytechnic, Mumbai.	62%
2009	SSC	Matunga Premier School	59.23%

## **ACADEMIC PROJECTS**

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**Token Number Display with Voice and Remote. (2013 – 2014)**

## **CO-CURRICULAR ACTIVITIES**

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- **Organizer of Ghatkopar Marathon 2014 held at Ghatkopar, Mumbai (Dec 2014)**
- **Volunteer of Yogi Divine Society - medical camps & community welfare projects. (2006 – Present)**

## **IT SKILLS**

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- **Well-versed with Windows XP, 2007, Win10 and MS Office (Word, Excel & PowerPoint).**
- **Proficient with latest Microsoft Excel and other applications.**

## **PERSONAL DETAILS**

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- **Languages known – English, Hindi, Marathi and Gujarati.**
- **Date of Birth – 07 January 1993.**