**Suraj .R .Jujar**

Mobile: 8169766400 / 8268173482  
Email: surajjujar123@gmail.com

**CAREER OBJECTIVE**

To use my experience and skills for the development of organization and myself and also to establish myself as the best worker in growth and Prosperity.

**EDUCATIONAL QUALIFICATION**.

* SSC From Maharashtra Board - 61.80 %
* HSC From Maharashtra Board - 70.46 %
* TYBA appearing From YCMOU University

**ADDITIONAL QUALIFICATION**.

* Course on Computer Concepts (CCC) Government of India

**ABILITIES**

* Ability to create and maintain effective business relationship with customers.
* Ability to work flexible hours.
* Excellent interpersonal and coordination skills.
* Hardworking, perseverance in work related problems, punctual, enthusiastic.

**WORK EXPERIENCE**

**From:** June 2016 to till date  
**Company:** **Terraform Realty** (**Formerly known as Everest Developers.Ltd**)  
**Position:** Sales Executive  
**Reporting to:** Manager  
**Job Responsibilities:**

* Responsible for assigned sales targets (monthly).
* Operating Internet, Updating all records and documents, Data Entry
* Proper coordination with team executives and various departments.
* Controlling of back office staff to update records and financial transactions.
* Engage target clients and obtain business requirements.
* Maintain good relation with client.

**Relationship Management**

* Handling customer queries for better customer satisfaction. Identifying prospective clients, generating business from the existing clientele to achieve business targets.
* Interacting with the clients on a regular basis & providing redress to all their queries, complaints & handling all client relation.

**From:** May 2013 to May 2015  
**Company:** **Shri Swami Samarth Builders & Developers**  
**Position:** Office Assistant  
**Reporting to:** Manager  
**Job Responsibilities:**

* Create and update records ensuring accuracy and validity of information
* Preparing Bill manually
* Maintain good relation with client.
* Maintain trusting relationships with suppliers, customers and colleagues
* Perform receptionist duties when needed
* Doing outdoor and indoor work

**STRENGTHS**

* Strong communication skills, grasping power & reasoning ability.
* Ability to adjust to changing environment.
* A Sense of responsibility, optimism, patience & ability to work in a team.

**PERSONAL PROFILE**

**Father Name : Ramrao Jujar**

**Date of Birth:** 15th June 1994

**Languages Known:** English ,Hindi & Marathi .

**Permanent Address:** Om Shivshakti ,no -9,Near Ganesh Temple ,Maharashtra Nagar,Mankurd Mumbai-88

**DECLARATION**

I do hereby declare that all the above mentioned information is true to the best of my knowledge and belief.

Date:

Place:

**(Suraj Jujar)**