Kavita Kathait

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Seeking challenging assignments in Client Relationship Management/ Business Development with an organisation of repute.

Snapshot

* A competent individual with more than 8 years experience in Marketing Management, Business Development, Customer Relationship and Corporate Presentation in Real Estate Industry.
* Worked with Real Estate Companies Unitech Group for 3 years and Era Group for 3 Years.
* Presently Involved in Selling & Marketing of Residential and commercial properties.
* Proficient in Sales force & SAS (Software Application) for data retrieve and Report Generation.
* Providing Assistance for Annual Recovery plan and Sales Projection Planning.
* Demonstrative competence in Corporate Presentation, Client interaction.
* Areas of Exposure - Marketing Management, Business Development, Customer Relationship Management.

Organizational Experience -

Since May, 2015 with India Property online Pvt. Ltd.

As Senior Manager - Sales

* Responsible for New builders/agents acquisition and Service Delivery ensuring Customer retention and reference,
* Direct interaction with clients for final **deals and negotiations**.
* Preparation of campaigns for client to provide the effective and Quality leads.
* Promoting our website and generating revenue.

Since February, 2013 till Oct 2013 with Investor clinic pvt. Ltd..

As Senior Manager - Sales

* Involved in the sales & Marketing activities of Residential & Commercial Projects in Delhi NCR.
* Preparation of **monthly sales projection** and **incentive plans** to boost the sales and revenue generation.
* **Monitoring** team members and providing **sales training**.
* Handling Corporate Presentations showcasing the current projects and the upcoming developments.
* **Inter department coordination** for after sales activities.

Since September, 10 till January, 2013 with Vigneshwara Developers pvt. Ltd.

As Sales Manager

* Involved in the sales & Marketing activities of commercial IT Parks in Gurgaon.
* Establishing and Managing **new channel partners** for Business development**.**
* Preparation of Sales projection planning and annual recovery plan.
* Responsible for the process implementation related to After-sales activities.
* Training team for the new developments being introduced in Project for **effective and efficient Performance**.
* **Team Management**.

Since Jul, 06 - September, 10 with Era Landmark (India) Ltd.

As Assistant Manager (Sales & Marketing)

* Coordinating with various site sales officers for daily sales report
* Coordinating with Commercial Team for After-Sales Activities and execution of service on time.
* Effectively re-deployed available resources to complete delayed / pending projects, thereby greatly reducing costs overruns.
* Involved in Unit Allotment Process.
* Involved in the preparation of demand letter, buyer agreement etc.
* Participated in leasing out Era mall, Meerut first retail project of the Company.
* Branding of ELIL services by organizing Seminar, Exhibitions.

Since Oct, 03- July, 06 with Unitech Ltd.

As Marketing Executive

* Marketing of the premium residential projects Uniworld City & Nirvana Country in Gurgaon.
* Dealing with direct walk-ins and demonstrate them about ongoing and upcoming Projects.
* Coordinating with Commercial Team for After-Sales Activities and execution of service on time.
* Implementation of SAS to maintain records and report generation.
* Based at Site Office to understand Site Marketing Activities.

Education

* Pursued Master of Business Administration (M.B.A) in Marketing Management from Institute of Management studies (IMS), Dehradun.
* Bachelor of Science (B.Sc) with Physics, Chemistry, Mathematics from B.N.D College, Kanpur.

Excellent Academic scores throughout.

Certificate Course in Photography, Music and Computers.

Participation in debates, seminars and sports.

Personal Details

Address : B-41, Green Field Colony, Faridabad

Marital Status : Married

Interests : Learning new things, Listening Music