

## CURRICULUM VITAE



### PRATEEK MISHRA

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**Present Address:** Gurugram Sector-11 Near by Rajiv chowk.

**Permanent Address:** Kishni Road Bidhuna (Auraiya)- 206243

**Date of Birth:** 02-08-2004

**Language Know:** Hindi, English,

**Nationality:** Indian

**Total Experience:** 2 Years

### Objective: -

Strongly desire to pursue my career in a well-established industry. I have **2 Years** of experience as **Sales Executive**. Keeping the present scenario in mind, I look for an opportunity that would bring out the best of my potential.

### Educational Qualification: -

- **Master of Arts**, perusing from CSJMU Kanpur.
- **Bachelor of Science**, completed from CSJMU Kanpur in 2023.
- **Intermediate (Science)**, completed form U.P. Board in 2020.
- **Matriculation**, completed from U.P. Board in 2018.

### Computer Knowledge: -

- ☞ Basic Knowledge Computer.
- ☞ Microsoft. Office.

### Work Experience: -

- ☞ Presently working with "Dhaniram Technology India Pvt Ltd" as Sales Executive since Jun 2023 to Present.
- ☞ "Proposer Consultants Private Limited" (Product – All Vehicle Child Part And Maruti ,Honda Supplier) as Junior Sales Excutive since May 2022 to June 2023.

## Job Description:

- ❖ Identify and pursue new sales opportunities through networking, referrals, and research.
- ❖ Conduct meetings with potential clients to understand their real estate needs and preferences.
- ❖ Provide detailed information on available properties and market trends.
- ❖ Build and maintain strong, long-lasting client relationships.
- ❖ Prepare and deliver compelling sales presentations to prospective clients.
- ❖ Negotiate terms and conditions of sales agreements with clients.
- ❖ Address client inquiries and concerns promptly and effectively.
- ❖ Stay updated on market trends, property values, and competitor activities.
- ❖ Conduct market analysis to identify new opportunities and potential threats.
- ❖ Prepare and process sales documents, contracts, and agreements.
- ❖ Maintain accurate and up-to-date records of all sales activities and client interactions.
- ❖ Provide regular sales reports to the Sales Manager/Director.
- ❖ Work closely with the marketing team to develop and implement sales strategies.
- ❖ Collaborate with other departments to ensure smooth transaction processes and client satisfaction.
- ❖ Provide exceptional post-sale support to ensure client satisfaction and retention.
- ❖ Address any issues or concerns clients may have regarding their purchase.

## Strengths: -

- ☞ Punctuality.
- ☞ Self-motivation.
- ☞ I have positive attitude.
- ☞ Leadership ability & hard working.
- ☞ Good Interacting Skills and Public Relations.
- ☞ A strong will power with desire to contribute and succeed.

## Hobbies: -

- ☞ Cricket

## Declaration: -

- ☞ I hereby declare that the above-mentioned details are given by me are truly correct & best of my knowledge.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

( Prateek Mishra)