

Paras Sain

Girdharpur Sunarsi, Chhapraula

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Date of Birth: 03-Aug-2001

Professional Summary

Dynamic and results-oriented real estate professional with two years of experience in sales and customer relationship management. Proven track record in driving sales growth, building client relationships, and providing exceptional customer service. Strong communication, negotiation, and problem-solving skills with a commitment to achieving organizational goals.

Professional Experience

KW Group

Senior Executive-CRM

May '23–November '24

- **Customer and Brand Payment Collection:** Managed the collection of payments for rent, Common Area Maintenance (CAM), utilities, and other related charges from customers and brands.
- **Document Execution:** Managed the execution of key documents for brands and customers, including BBA, and service agreements, while ensuring accuracy and compliance.
- **Customer and Brand Support:** Addressed inquiries received via email, WhatsApp, telephone, and face-to-face meetings from both customers and brands, ensuring that their needs were met with efficiency and professionalism..
- **Billing Management:** Prepared and issued accurate billing statements for rent, CAM (Common Area Maintenance), and electricity, ensuring they were sent to brands on time.
- **Sales Reporting:** Monitored sales reports from brands, followed up as needed, and analyzed performance to support sales strategies and improvements.
- **Brand Onboarding:** Assisted in adding new brands to the Pro Leaz software by entering all required data accurately for smooth leasing operations.
- **Payment Processing:** Maintained and updated payment records in the system, ensuring they were accurate and followed financial guidelines.
- **Prepaid Recharge Management:** Oversaw prepaid recharge systems, ensuring smooth transactions and a positive customer experience.
- **Client Relationship Management:** Built and maintained strong relationships with brands, addressing their concerns and providing excellent support to enhance their experience.
- **Team Collaboration:** Coordinated with different teams to ensure smooth operations in brand management and leasing activities.

Investors Clinic

Sales Executive

April 2022 – May 2023

- **Sales Target Achievement:** Successfully met sales targets by identifying potential clients and converting them into successful deals.
- **Client Site Visits:** Arranged and conducted property site visits for prospective buyers, effectively showcasing key features and benefits.
- **Network Development:** Built and maintained a strong network of clients and collaborated with real estate professionals to enhance business opportunities.
- **Post-Sale Support:** Provided comprehensive post-sale assistance to clients, ensuring smooth property

transactions and high levels of customer satisfaction..

Skills

- Real Estate Sales
 - Customer Relationship Management (CRM)
 - Negotiation and Closing
 - Communication
 - Team Collaboration
 - Problem Solving
 - CRM Software (ProLeaz)
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Education

CCS University (HLM College, Duhai)
Bachelor's Degree in Commerce Graduation
Year: 2022

Additional Information

- **Languages:** Hindi & English

