

BARKHA ASIJA

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EXECUTIVE SUMMARY

- A competent professional having experience in Customer Relationship in the field of Real Estate/Client Acquisition/ management across the organizations.
 - Understands and possesses the knowledge and functioning of real estate business.
 - Handling escalated client issues, coordinating daily activities, ensuring adherence to deadlines & quality standards, procedures & regulatory requirements of the Organization.
 - Energetic, action oriented, with analytical skills.
 - Confident, dedicated, and a supportive personnel. Versatile drive organizational success.
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WORK EXPERIENCE

Sales Associate (Pre-Sales Coordinator) | Full-Time

Godrej Properties Ltd, Gurugram, Haryana

Feb 2024 – Present

- Staying informed about market trends, pricing, and competitor offerings to provide clients with accurate information and strategic advice.
- Identifying and pursuing new leads through networking, referrals, and industry events.
- Arranging and conducting site visits for prospective buyers to showcase properties.
- Developing and maintaining comprehensive sales reports to track performance metrics and identify areas for improvement.
- Fostering strong relationships with clients through regular follow-ups and personalized service.

Business Development Associate | Full-Time

Amogh Buildtech Pvt Ltd, Gurugram, Haryana

February 2023 – January 2024

- Worked as a Business Development Associate at Amogh Buildtech.
- Key responsibilities involved prospect generation.
- Engaged with prospects and profiling wrt projects.
- Undertook necessary follow- ups, client meetings, conduct client site visits.
- Responsible to manage client data in CRM.

Operations Executive | Internship
Good Moneying Financial Solutions, Chandigarh

July 2022 – August 2022

- Completed summer internship as Operations Executive.
- Extensively studied financial planning.
- Key responsibilities included documentation of standard operating procedures.

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTE	PERCENTAGE	YEAR
Master of Business Administration	Haryana School of Business, GJUS&T, Hisar, Haryana	72.03%	2021-2023
Bachelor of Arts	GCW, Bawani Khera, Bhiwani	75.96%	2018-2021
Higher Secondary Education	Aadarsh Sr. Sec. School, Bhiwani	83.60%	2017-2018
Secondary Education	MRS Sr. Sec. School, Bhiwani	88.00%	2015-2016

SKILL SUMMARY

- Ability to work with range of people from diverse backgrounds and culture.
- Flexibility: Ability to handle frequent changes.
- Team player: Ability to work with the team as member as well as leader.
- Commitment: To continuously improve, both professionally and personally.

COMPUTER SKILLS

- Proficient in in Microsoft Office (MS Word, Excel, Power Point, Outlook) and other relevant Internet Applications.

PERSONAL DETAILS

Father's Name: Somnath Asija

Date of Birth: 23 May 2001

Marital Status: Unmarried

Language Known: English and Hindi

Permanent Address: House no. 747, Balioli, Bhiwani, Haryana

Current Address: R82, Uppal Southend, Sec 49, Gurugram, Haryana

Declaration:

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

(BARKHA ASIJA)