**Rajveer Harbans Sahai**

**Contact Information**

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Location: Lucknow/NCR Delhi, India

**Objective**

Transaction, Business Development, strategy. Operation. Tenant Relations. Lease negotiations. Co-working. Prospective Tenant Management. Presales. Marketing Analysis. Budgeting & Financial Analysis. Documentation & Compliance. Collaborations, Team management

**Professional Experience**

**Off Role Position with Unitech Limited | Hare Krishna Group, Gurgaon | Since July 2022**

Working with **Hare Krishna Group** a Trust created by the promoters of Unitech Limited in an Off Role Position managing leasing of commercial properties. Managing a portfolio of over 1 lakh Sft. of properties which include commercial office & co-working spaces in Bangalore & Hyderabad.

**Business Manager | Unitech Limited | Gurgaon | July 2017 – July 2022**

Transaction & Leasing of Grade a office space spread across 4 Projects 1 million Sft – Arcadia, Global Gateway, and Nirvana Courtyard in Gurgaon & Nirvana Suits, Unitech Business Towers, & Concourse in Bangalore. Responsible for leasing, Sales and maintenance of occupancy levels. Responsible for strategizing, planning and preparing business cases for various lease models that could increase effective yields from property under management.

The operational responsibilities include end to end process of a lease transaction i.e., Client site inspections, RFI & RFP responses, title & technical due diligence process, commercial proposals & negotiations, LOI (Letter of Intent), ATL (Agreement to Lease), Lease Deed execution & registration, office space handover etc.

* Assistance in expansion plans of existing & prospective Clients within Unitech Portfolio. Work in close coordination with various internal departments (Projects, Legal, and Property Management etc.)
* Maintain close professional relations with the IPCs, LPCs, existing & prospective Clients for business growth and to promote company brand image in the market.
* Handle highly escalated client concerns, coordinating with relevant internal departments.
* Closely study and prepare market overview reports (supply, demand & absorption), competitor analysis, investors report, JD & JV Partner’s reports etc.
* As a CFT (Core Functional Team) member for Unitech projects, work closely with the Projects Team for better understanding of the project from inception and share inputs on market/client expectations.
* Formulate, develop and implement leasing strategies of assigned commercial/retail properties in Gurgaon.
* Pursue regional and local tenants within the targeted use categories via regular and systematic networking. Identify, qualify, originate, and assist in negotiating terms and conditions of new and renewal lease transactions for in-line and freestanding units within the regions commercial portfolio.

**Business Transaction Manager | Valion e-Assets P Ltd | 2012 – 2017**

Worked with **Valion e-Assets P Ltd** as Transaction Manager managing independently a portfolio of 300 properties across NCR. Was responsible for overall operation and assurance of revenue generation. Interface with clients and prospects to successfully define the parameters, lease terms, and limitations surrounding a possible lease, listing and related agreements. Reporting to the CEO.

* Renewal of agreements of existing clients and managing Master Data.
* Increased focus on existing clients to get repeat business.
* Helping and guiding fellow team members in getting the transaction done.
* Helping team in conducting site inspections.
* Keeping track of Market movement and competitors leasing business
* Negotiate leases, other commercials and attend to tenancy related matters with the team of core decision makers of the concerned brand.
* Ensuring the timely collection of all payments like security deposits and first month rent.
* Regularly walks the property to inspect building(s), ensuring a well-kept and professional appearance at all times.
* Rapport building with channel partners in generating leads & maintaining a tracking database of all portfolio leasing matters.
* Coordinate with legal in drafting the lease agreements

**Manager (Corporate Communication) | Saroj Educational Group | 2011 – 2012**

* Promoted engineering, management, and para-medical colleges through online and offline channels.
* Established strategic partnerships across India and facilitated training and placement of students.
* Analysed campaign performance and identified strategic opportunities.
* Designed and implemented high-impact online and offline marketing strategies.

**Lead Associate | Great LA Rentals | California, USA | 2007 – 2011**

* Designed and managed advertising campaigns for property rentals.
* Handled tenant documentation, collection, and overall property inventory management.

**Education**

MBA in Marketing | Anna University

Executive PGDHRM | Symbiosis Institute of Distance Learning

PGD in Computer Application | Prayagraj Tomar Institute

Inbound Marketing Certificate | Hubspot Academy

Google Ads Search Certification | Google

Fundamentals of Digital Marketing | Google Digital Workshop

Certificate of Telecentre Entrepreneur Course | CSC Academy

M.Sc. | West Bengal University

B.Sc. | University of Calcutta

Higher Secondary | West Bengal Council of Higher Secondary Education

Secondary | West Bengal Board of Secondary Education

**Skills**

* Excellent exposure into Commercial Sales & Leasing of Office & Co-working space.
* Strategic thinker with a results-oriented mind-set.
* Excellent interpersonal and communication skills.
* Detail-oriented with strong organizational and multitasking abilities.
* Ability to thrive in a fast-paced and dynamic environment.
* A result-oriented and entrepreneurial mind-set
* Strong analytical and financial skills
* Strong convincing and communication skills
* Good knowledge of the real estate market in NCR & Bangalore & the different micro-markets

**Languages**

Hindi, English, Bengali, Marwari, Punjabi

**Personal Information**

Marital Status: Widowed

Hobbies: Reading, Traveling, Music, Chess

Salary Expectation: As per employment policy

**Preferred Headquarters:** Bangalore

**Declaration**

I, hereby declare, that the information provided is true to the best of my knowledge and belief.

Signature of Applicant

Place: Bangalore

Date: