**CURRICULAM - VITAE**

**SAURABH SHARMA**

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**Career Objective:-**

* A challenging position in a company where my years of learning will be efficiently utilized to improve operation and to contribute to the mutual success.

**Synopsis:-**

* To be a part of the interactive work sphere, in which I can utilize my skills for the successful completion of the principal goals of the organization.
* Positive attitude, leadership, smart working, dedication, always willing to learn.
* Excellent communication skills.
* Customer Interaction skills.

**Professional Experience:-**

1. Working as Manager – Commercial with **SMC Real Estate Advisor**, **Lucknow** since May 2024 to till now.

**Job Profile:**

* Making forwarding sheet of booking done by the sales team and coordination with HO for proper execution of monthly sales data.
* Sending of demand for the Revenue Realization.
* Attending customer’s queries.
* Sending offer of possession to customers.
* Coordinating site in charge for finishing of units.
* Final settlement of customer accounts including dues, extra work and interest.
* Coordinating with legal department for execution of sale deed.
* Preparation of various reports like outstanding reports, commercial reports, MIS etc.
* Admin responsibility of Branch Office.
* HR responsibility of Branch office.

**Professional Experience:-**

1. Working as an Assistant Manager – Commercial with **Hira Infra Group**, **Lucknow** since January – 2021 to May 2024.

**Job Profile:**

* Working on Dataman Software of Real Estate.
* Punching of booking forms in Software.
* Preparation of Allotment, Agreement and handing over the same to customers.
* Preparation of Bank Loan Documents.
* Sending call notices to the customers.
* Sending of demand for the Revenue Realization.
* Attending customer’s queries.
* Sending offer of possession to customers.
* Coordinating site in charge for finishing of units.
* Final settlement of customer accounts including dues, extra work and interest.
* Coordinating with legal department for execution of sale deed.
* Preparation of various reports like outstanding reports, commercial reports, MIS etc.

1. Working as an Assistant Manager – Commercial with **BBD Viraj Construction, Lucknow**  since January – 2019 to January - 2021.

**Job Profile:**

* Working on Dataman Software of Real Estate.
* Punching of booking forms in Software.
* Preparation of Allotment, Agreement and handing over the same to customers.
* Preparation of Bank Loan Documents.
* Sending call notices to the customers.
* Sending of demand for the Revenue Realization.
* Attending customer’s queries.
* Sending offer of possession to customers.
* Coordinating site in charge for finishing of units.
* Final settlement of customer accounts including dues, extra work and interest.
* Coordinating with legal department for execution of sale deed.
* Preparation of various reports like outstanding reports, commercial reports, MIS etc.

1. Working as an Assistant Manager – Commercial with **Shalimar Corp Limited, Lucknow**  since Sep – 2015 to Dec 2018.

**Job Profile:**

* Working on ERP Farvision Software of Real Estate.
* Punching of booking forms in Software.
* Preparation of Allotment, Agreement and handing over the same to customers.
* Preparation of Bank Loan Documents.
* Sending call notices to the customers.
* Sending of demand for the Revenue Realization.
* Attending customer’s queries.
* Sending offer of possession to customers.
* Coordinating site in charge for finishing of units.
* Final settlement of customer accounts including dues, extra work and interest.
* Coordinating with legal department for execution of sale deed.
* Preparation of various reports like outstanding reports, commercial reports, MIS etc.

**Qualification:**

* BSc from University of Lucknow in year 2003.
* 10+2 from U.P. Board in year 2000.
* 10th from U.P. Board in Year 1997.

**Professional Qualification:-**

* Diploma in Computer Application (DCA)
* Diploma in Desk Top Publishing (DTP)
* Diploma of computer hardware and trouble shooting.
* C++ from DOEACC.

**Professional Profile:**

Fathers’ Name : Mr. L.P. Sharma

Date of Birth : 04th August 1982

Nationality : Indian

Marital Status : Married

Language Known : Hindi, English

Hobbies : Coordinating with team member for proper output,

Exploring of new destination, Listening music,

Place: Lucknow

Date:

(**Saurabh Sharma)**