



Amit S Gadhvi (maheduamit@gmail.com)

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Address: D 102, Kaveri Pratham Near Divya Jyot School Shilaj Ahmedbad Gujarat-380059

Areas of Expertise

Entrepreneur

Interpersonal Skills

Market Research

Leadership Skills

Problem-solving

Administration

Selling Skills

Presentation Skills

Team Management

Event Management

Analytical Skills

Adaptable

Time Management

Professional Experience and Achievements

Professional Experience and Achievements since (December 17 to Till Date)

- **PROPTIGER**
- **POSITION: SENIOR RELATIONSHIP MANAGER**

Responsibilities:

- Managing channel sales for leading developers such as Godrej, Adani, Nishant, Savvy, Sridhar Groups, Sun Builders, Goyal Gala, Safal & Shilp.
- Retaining and acquiring clients on daily basis.
- Making strategies to achieve KPI'S and targets.
- Attending clients meetings and understanding the needs of potential buyers
- Managing and working with a team consisting 20 people harmoniously and motivating them to achieve their targets and generating revenue for company.
- Face to Face meetings with clients and suppliers and Corporates
- Working with software such as base and Ninja.
- Meeting client's expectation and company KPI.

- Preparing reports and sheets regarding performance management of team Members for higher management review.
- Handling customers complaints and queries
- Generation of New market strategies and profit generation through implantation.
- Management of Invoices and leases and corporate sectors
- Lead Generation and Market Review on daily Basis
- Follow ups and communicating with potential buyers lenders on regular basis
- Property appraisal report and dealing with HFC'S
- Management of client portfolios

- **SHYAMAL AND BHUMIKA:**

- **POSITION: SALES AND BUSINESS DEVELOPMENT MANAGER (ONLINE SALES)**

- **START DATE: 1ST MAY 2017 TILL SEPTEMBER 2017**

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- **Responsibilities:**

- Handling online queries.
- Follow ups on regular basis
- Achieving kpi's and Targets
- Objection handling
- Liason with operations and production department
- Price negotiations and order management
- Dealing with walk in and online clients
- Regular meetings and training with directors regarding new designs
- Digital media management and posting ads and replying on it.
- Keeping Track of order date and delivery dates.

- **REAL ESTATE INSTITUTE OF AUSTRALIA AND RAY WHITE SYDNEY**

- **Position: Business Development Manager and Sales Channel Manager**

- **Start Date:** January 2013 till March 2017

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- **Responsibilities:**

- Retaining and acquiring clients on daily basis.
- Making strategies to achieve KPI'S and targets.
- Attending clients meetings and understanding the needs of potential buyers
- Managing and working with a team consisting 20 people harmoniously and motivating them to achieve

their targets and generating revenue for company.

- Face to Face meetings with clients and suppliers and Corporates
 - Working with software such as base and Ninja.
 - Meeting client's expectation and company KPI.
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- Preparing reports and sheets regarding performance management of team Members for higher management review.
 - Handling customers complaints and queries
 - Generation of New market strategies and profit generation through implantation.
 - Management of Invoices and leases and corporate sectors
 - Handling STRATA management for rental properties
 - Lead Generation and Market Review on daily Basis
 - Follow ups and communicating with potential buyers lenders on regular basis
 - Property appraisal report and dealing with HFC'S
 - Management of client portfolios

- **Doctors Health Fund:**

- **Position: Business development Manager:**

- **Start Date:** March 2011 till January 2013

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- **Responsibilities:**

- Acquisition and retention of members.
- Signing up people over the phone and also face to face
- Attending conferences and seminars
- Advertising the fund and also generating leads
- Calling existing members to upgrade the policy
- Solving any incoming customers queries regarding fund and signing them up
- Achieving sales targets and kpi's
- Working with E5 and Hambs
- Risk management and brand valuation.
- Managing daily operations and reporting to management.
- Call reports and call flow charts observations.
- Managing 10 sales consultant on daily basis.

- **NIB:**

- **Position: Customer service officer and sales Manager**

- **Start Date:** June 2009 to July 2013

Responsibilities:

- To help walking customers with their inquiries
 - To help existing members with upgrading the policies
 - To help and solve the claims and rebate queries
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- To sign up the people for their health insurance policies
 - To offer those necessary options and information's in order to help them to make well informed decision
 - To achieve kpi's and sales targets
 - Calling existing clients to upgrade the policy.
 - Acquiring new business from referrals
 - Retention of existing clients.

- **CPM Asia Pacific:**

- **Position:Senior sales consultant (AGLCampaign)**

- **Start date:** October 2006 till April 2009

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Responsibilities:

- Meeting KPI for sales target.
- Business and consumer level of sales / customer service / marketing.
- Adherence to product often for quality assurance.
- Managing customer data / sales.
- Organizing necessary verification process for customer satisfaction.
- Managing customer queries and customer objection handling.
- Protecting brand value and image of AGL and following marketing code of conduct.
- Providing guidance, observations and training regarding sales and its techniques to new recruits.
- Informing the high level management and hierarchy regarding any incident during work.
- Managing business and customer leads.

Achievements:

- Awarded certificates for highest sales in a day all over the country for the company
- (44 sales in a day)
- Awarded certificates for making 100 + sales for the company (5times) by national manager of the company and AGL hierarchy.
- Awarded a loyalty certificate by company and AGL for successful completion of more than 5 years with company.
- Awarded price money, certificate for getting more than 5,000 sales for AGL

- **AZURE Pty. Ltd., INDIA**
- **Position:**Campaign manager for outbound call Centre (mortgage and insurance)
- **Start date:** June 2003 - December 2005.
- **Responsibilities:**
 - Managing 25 team members of the company for mortgage and insurance campaign.
 - Providing proper guidance and training regarding product.
 - Meeting client's expectation and company KPI.
 - Preparing reports and sheets regarding performance management of team members for higher management purpose.
 - Managing call volume, call flow for each department.
 - Maintaining quality of sales as per marketing code of conduct as per company's criteria.
 - Creating harmonious environment at work by providing necessary motivation to raise moral of the team members.
 - Liaison with external client, getting business for company.

Skill Set:

- Excellent communication skills.
- Strong team player.
- Attention to detail.
- Can to do attitude.
- Punctuality and loyalty.
- Excellent knowledge in all levels of sales for sales and marketing industry.
- Computer skills (MS office intermediate and internet applications)
- Good with BASE ,CRM,SIBIL,SAP all work base software
- Product Analyzing
- Team Management
- Policy and Strategy Implementation
- Client Portfolio Management
- Understanding of Market Fluctuations and biased needs

EducationalQualification

Bachelors of commerce, Masters in Hospitality Management

Masters in hospitality management (illawara business college Sydney)

ComputerSkills

MS DOS/ MS ,

Office Internet Surfing

PersonalProfile

Date of Birth: 5thJuly,1983

Height: 5Ft7Inch

Marriage Status: Married

Kid : 1 Son

Language Known: English Hindi, Gujarati, Punjabi

Permanent Address:- 5 Siddhidutt bungalows Arohi club road

Bopal Ahmedabad Gujarat