**RESUME**

**DIXITA DHARMENDRA LAKHAN**

**Address**: 702/A, Vinayak Flora,

Ch. Shivaji Maharaj Chowk,

Dombivli East,

**Mobile No.**: 8369956717

**Email ID**: dixitalakhan1995@gmail.com

**Education Background**

**B.com** : Sydenham college of commerce and economics (2016) 65%

**H.S.C.** : Sydenham college of commerce and economics (2013) 55%

**S.S.C.**  : St. Columba Girl High School (2011) 65%

**Computer Proficiency**

* Tally ERP 9
* Typing (English) 30wpm
* MS-CIT
* Microsoft Office (Word, Excel & Power Point)

**CRM Software**

* Far-vision ERP
* X-Lite
* Metro-leads
* MIS Data (Learning)

**Work Experience**

**Piramal Realty (January 2017-June 2017)**

* Worked for three major projects of Piramal Realty.
* Provided exceptional customer service to clients.
* Generated over 50-60 leads of HNI potential clients through online marketing and cold-calling, in the spam of 6months.
* Developed positive relationship with Sales manager and Channel partner.

**Shivalik Ventures (July 2017 -June2018)**

* Managed 75+ clients for residential and investment properties.
* Serviced New and Existing clients by planning a perfect pitch with collaborative teammates of 11.
* Generated potentials lead through Social Media, Marketing Campaigns, News Paper ads and inbound inquiries.

**SK Excellence HR Solutions (June 2018- July 2021)**

* Communicated with sellers, buyers, and renters to understand property needs, timeline and budget.
* Developed a database of over 300 potential clients through networking events and industry conferences.
* Maintained accurate records of transactions and client communication for legal and regulatory compliance.
* Maintained ongoing relationships with clients to provide ongoing investment advice and support.
* Collaborated with colleagues and to identify and secure new business opportunities.
* Assisted with property tours.
* Advertise commercial and residential properties to clients maintaining an updated list of 300+ properties for sale and rent.

**Sanghvi Premises Pvt Ltd. (June 2022- Present)**

* Sole handling 4 major projects of Sanghvi Parsssva Group.
* Generating potential leads through Marketing Campaigns, Online portals, Hoardings, Networking, Cold Calling.
* Maintaining ongoing relationships with HNI, NRI clients to provide ongoing investment advice and support.
* Providing exceptional customer service and built strong relationships with clients to ensure repeat business and referrals.
* Maintaining database of 2000+ clients and keeping up to date.
* Developing reports 2 times per month for seniors and HOD on customer needs, problems, interests and competitive activities.
* Handling HNI client, Channel Partners who visits HQ.
* Maintaining good relation with Channel Partners.
* Helping Asst. Sales Manager with MIS data software
* Keeping update on resale properties (Land) of South Mumbai.

**Objective**

* To provide my best output with full effort and sincerity.
* To fully utilize my potential and ability to serve an organization with complete dedication.
* To explore my ability of new idea generation and leadership skills under good guidance.
* To catch each and every opportunity of growth and development and get involved in every work I do.

**Languages**

* Marathi
* Hindi
* English

**Interests**

* Photography
* Crocheting
* Creative Aspects - Drawing and sketching
* Learning new languages
* Reading

**Activities**

* Volunteer at welfare of stray dogs and cats (WSD).

**Personal Details**

* Gender: Female
* Date Of Birth: 07 October 1995
* Nationality: Indian
* Place: Mumbai
* Martial Status: Unmarried

I hereby inform that the information in this document is accurate and true to the best of my knowledge.

**Dixita D. Lakhan**