

SAAKSHI SUDESH PAWAR

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SUMMARY

Dedicated Customer Relationship Manager with real estate experience, aiming to contribute to client satisfaction and project efficiency through proactive communication, organization, and problem-solving

WORK EXPERIENCE

Customer relationship manager

Feb 2025 - Till now

- Nirvana Realty As a dedicated Customer Relationship Manager, I efficiently handle client queries, resolve concerns, and maintain strong communication across multiple real estate projects.
- My role involves managing and tracking outstanding balances against flats, ensuring timely follow-ups and reduction of dues. I keep clients updated on construction progress, flat interiors, and daily developments. I actively work on rent, maintenance payments, reimbursement updates, and all related documentation, while ensuring accuracy and timely completion. With a sincere focus on growth, I continuously practice and refine my skills. Committed to excellence and problemsolving, I strive for perfection in every task while maintaining a client-first approach.

Sales executive Gold nest Research

Feb 2024 - Dec 2024

- Worked as an sales executive. Had to work for investments in crypto currency. Inbound outbound calls for saving their money in crypto currency

Front executive Icon education

May 2022 - Feb 2024

- To look after students education information and exams schedules. Have track of every exam. To handle cash work

EDUCATION

Bachelor in commerce in business management

Pursuing

- Chetanas Hazarimal Somani College Of Commerce & Economics

Higher secondary school (HSC)

2022

- Chetanas Hazarimal Somani College Of Commerce & Economics

SPECIAL COURSES

L&T EduTech

- Business Intelligence Fundamentals in Management
- Advanced Visualization Techniques for Decision Makers

SKILLS

- Excel
- Data analysis
- Organizational documentation
- Problem solving
- Time management
- Communication/Probing
- Creativity
- Adaptability
- Decision making
- Collaboration and emotional intelligence