



CONTACT



9604895955



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D1003,
GK Rose Mansion,
Punawale 411033

SKILLS

- Team Work
- Time Management
- Leadership
- Verbal & Written
Communication

LANGUAGE

- English
- Hindi
- Marathi
- Sindhi

LALIT MAHESH MEWANI

PROFESSIONAL PROFILE

I am a CRM Expert with 10+ years of experience in CRM and Real Estate in Pune Market. Sincere, sharp-minded person with focus. Strong time-management skills and work ethic. Client onboarding. Revenue and results-driven. Escalations & delayed possession experienced.

WORK EXPERIENCE

Puranik Builders Pvt. Ltd. **(Builder Developer Firm)** **Area - Pune West**

August 2024 to Till Date

- Preparation and execution of agreement registration
- Handling critical queries of clients
- Handling Puraniks Abitante Fiore
- Generating Demand letters, Builder NOC, Payment Receipts
- Society formation, MSEB Light meters, local body property tax
- Furniture and Final possession handover to clients
- Bank APF's and Disbursement
- Co-ordination with clients and advocates

Nexus Group (Builder Developer Firm) **Area - Pune West**

February 2021 to July 2024

- Preparation and execution of agreement registration
- Handled Nexus Sukhwani Shivom and Nexus Skydale
- Generating Demand letters, Builder NOC, Payment Receipts
- Society formation, MSEB Light meters, local body property tax
- POA Holder of Builder / Developer
- Furniture and Final possession handover to clients
- Bank APF's and Disbursement
- Co-ordination with clients and advocates

Naiknavare Developers Pvt. Ltd. **(Builder Developer Firm)** **Area - Pune West**

October 2020 to January 2021

- Preparation and execution of agreement registration
- Handling critical queries of clients
- Handled Avon Vista & Season Business Sqaure
- Generating Demand letters, Builder NOC, Payment Receipts
- Society formation, MSEB Light meters
- Furniture and Final possession handover to clients
- Bank APF's and Disbursement
- Co-ordination with clients and advocates



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WORK EXPERIENCE

Shevi Group (Builder Developer Firm)

Area - Pune West and
Pune North

April 2016 to September 2020

- Preparing and execution of agreement registration
- Generating Demand letters, Builder NOC, Payment Receipts
- Society formation related work
- Final possession to clients
- Bank APF's and Disbursement
- Co-ordination with clients and advocates
- Handled Atulya Nirman, Atulya Rachna, Atulya Park Royale and Atulya Blue Earth
- Preparing Sales MIS
- POA Holder of Builder / Developer

EDUCATION

- SSC March 2011, 68.60%
- HSC February 2013, 60.00%
- Bcom Graduation appearing

SOFTWARES/ERP USED

- Vidushi
- In4 Velocity
- Strategic
- SAP
- SFDC