

TEJAS RAJENDRA THORAT

2/348 Ganesh peth, Swami Sankul Apts, Pune-411002
9730750469 | tejasthorat78@gmail.com

CTC / Month- **47,670/-**
Net.Sal/Month-**42,263/-**
Annual CTC- **5,72,044/-**
Expected Net Salary/Month- **55,000- 57000/-**

CAREER OBJECTIVE

A position with an organisation providing opportunity to contribute by utilising and expanding upon experience, training and capabilities in embedded system

EDUCATION

- **Dr. Dy Patil polytechnic**
Diploma in civil engineering
65.58%
2017
- **S.v. Union Junior college**
12th Science (HSC)
53.50
2011
- **YMCA's Maharashtra English High School**
10th (SSC)
62.76%
2009

EXPERIENCE

- **Peter England Showroom**
Customer Service Representative

Handled all customers and their problems with utmost care. 02/01/2017 - 14/02/2018
- **Samarth Properties**
Sales & Marketing executive

Handled all customers with Care.
Sold plots to Customers and assured them Satisfaction. 16/04/2018 - 28/08/2018
- **Talwalkar Gym**
Sales Counselor

Working with positive attitude and helping people to find the best fitness plan.
- **Multifit Gym**
Sales executive
Handeling Front Desk and Sales. Also helping out people to choose the Right fitness plan. 26/08/2018 - 24/01/2021

- **Naiknavare Developers** 25/01/2021 – Present

Sr. executive- Facilities Management

Possession Coordination: Manage the entire possession process from construction completion to the handover of properties.

Quality Assurance: Conduct meticulous inspections to ensure that our properties meet the highest quality standards.

Customer Engagement: Address customer queries, concerns, and provide exceptional support.

Documentation: Maintain accurate records of documents, ensuring full compliance with legal requirements.

Issue Resolution: Promptly and professionally handle any issues that may arise.

- Maintaining and developing Client Relationship Understanding of the FM Approach
- Handling Soft Services-Cleaning and upkeep of remises, Landscaping & Horticulture; Store, Vendor, Pantry & C; Vendor & Parking Management, Garbage & Waste Disposal, Front Office Management, Office Support, mail room management, Help Desk, Stationery Management, Scrap disposal, Inventory Management; Liaison with Fire, Safety & Security; Statutory Compliance.
- Handling Electro-Mechanical Services- Operation and Maintenance of electromechanical types of equipment, AMC & PPM, Technical advice & Assistance, Plumbing, Carpentry, and Risk Management in Co-ordination with Technical Management.
- Handling Security Services - Physical Security, CCTV, and Access control
- Handling Allied Services- Façade cleaning, Water Tank Cleaning, Pest Control
- Handling thorough Operations
- Handling People Management, Employee Retention, and Employee Engagement
- Sensitizing the importance of effective communication Maintaining proper and detailed Documentation
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INTERESTS

Listening Music
Acting, Direction, writing, Surfing
Internet

PERSONAL PROFILE

Date of Birth : 28/04/1993

Marital Status : Single

Nationality : Indian

Known Languages: English, Hindi, Marathi

PERSONAL STRENGTHS

Handling people with Patience

Working together as a part of team being a support to all team members.

Good at Multitasking

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