

# 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 **16/04/2018 - 28/08/2018**  
  
Handled all customers with Care.  
Sold plots to Customers and assured them Satisfaction.
- **Talwalkar Gym**  
Sales Counselor  
  
Working with positive attitude and helping people to find the best fitness plan.
- **Multifit Gym** **26/08/2018 - 24/01/2021**  
Sales executive  
Handling Front Desk and Sales. Also helping out people to choose the Right fitness plan.

- ♦ **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**
- ♦

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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