

Gaurav Yadgire

gyadgire2608@gmail.com

Experienced CRM executive in the real estate sector, handling the full after-sales process from agreement to possession. Skilled in managing customer documents, payment follow-ups, loan coordination, parking selection, and possession handover. Good at working with internal teams, and keeping customers informed and satisfied.

7775000690

PUNE, India

26, August 1998

WORK HISTORY

CRM Executive TAYAL CORP

11/2024 - Present

PUNE

Tasks

- Handled customer documentation and coordination for the Agreement for Sale (AFS).
- Followed up on payment milestones, and coordinated with banks for loan disbursements.
- Managed customer queries and ensured timely communication on project updates.
- Issued demand letters, tracked payments, and maintained CRM records.
- Coordinated with the legal team for agreement registration and compliance.
- Scheduled and managed possession handovers, site visits, and final payments.
- Managed the parking allocation and selection process in coordination with the sales and projects teams.
- Executed the possession process, including final dues clearance, key handover, and documentation.

Relationship Manager HDFC SALES

03/2023 - 11/2024

PUNE

HOME LOAN'

Tasks

- Helps customers by answering questions and responding to requests.
- Evaluating creditworthiness by processing loan applications and documentation within specified limits.
- Interviewing applicants to determine financial eligibility and feasibility of granting loans.
- Approves loans by issuing checks or forwarding applications to the loan committee.

EDUCATION

BBA-CA

MIT ACSC, ALANDI, PUNE

07/2017 - 07/2021

Percentage- 57.50

HSC

Amar Kanishta Vidyalaya

06/2016 - 05/2017

Percentage- 71.23

SSC

Rana Lucky Sananda Educational Shower

06/2014 - 05/2015

Percentage- 63.80

SKILLS

Customer relationship management

Documentation management

Payment tracking

Relationship building

Problem solving

Team collaboration

Client onboarding

Loan processing

Database management

INTERPERSONAL SKILLS

- Ability to cope up with different situations.
- Confident and Determined.
- Ability to rapidly build relationship and set up trust.

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Marathi

Native or Bilingual Proficiency

INTERESTS

Trekking

Loves to cook food

Traveling