

# Sanjana Sutar

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☎ 9307963454

📍 Pune

📅 23rd Jan 2002

## EDUCATION

### **MBA | MARKETING**

Sai Balaji International Institute of Management, Pune  
2022 – 2024

### **BBA**

V P Institute of Management Studies & Research  
2019 – 2021

## PROFILE

Results-driven Real Estate Sales Executive with 2 years of experience in lead conversion, client engagement, and property presentations. Strong ability to understand client needs, negotiate effectively, and close deals. Seeking to leverage my sales expertise and market knowledge to drive revenue growth for a leading real estate firm.

## WORK EXPERIENCE

### **Senior Sales Executive**

**Kolte Patil Developers Ltd., Pune**  
Nov 2023 - Present

- Maintained strong client relationships to ensure repeat business and referrals.
- site visits, negotiations, and closures.
- Coordinating with marketing, CRM, and documentation teams for smooth customer onboarding.
- Handled follow-up calls, scheduled-site visits, and maintained accurate lead records.
- Assisted in completing paperwork: booking forms, agreements, KYC, and loan documentation.
- Achieved monthly/quarterly sales targets and contributed to revenue growth.

### **Management trainee sales**

**Kolte Patil Developers Ltd., Pune**  
Nov 2023- 24

- Assisted senior managers in daily operational and administrative activities across departments.
- Supported sales planning, customer communication, and follow-up activities to improve conversion rates.
- Gained hands-on exposure to sales processes, negotiation techniques, and CRM practices.

## INTERNSHIP EXPERIENCE

### **Sales and marketing Intern**

**Amul**

**Duration: 2 months**

- Assisting in market research and competitor analysis Conducting retailer & distributor visits
- Supporting promotional activities (posters schemes, sampling)
- Preparing daily/weekly sales reports

## **EXPERTISE**

- Real Estate Sales & Deal Closure
- Negotiation & Client Handling
- Site Visits & Property Presentation
- Maintaining long-term relationships with buyers & investors
- Handling customer queries related to:  
Property details  
Pricing & payment plans  
Site visits  
Documentation & handover

## **INTERESTS**

- Reading Books
- Listening to music
- Watching web series
- Fashion styling
- Video editing

## **LANGUAGES**

- English
- Hindi
- Marathi