

payal balmiki

Contact

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☎ 7448183934

📍 Tathawade

Personal Details

- Date of Birth : 11/05/2001

Skills

Client communication	100%
Sales and marketing development	80%
Upselling expertise	80%
Good knowledge of Excel MS office MS word	80%

Language

- Hindi
- English
- Marathi
- Bengali

Objective

Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Skilled at handling Audit projects and Balance Sheets. Knowledge and understanding of various Accounting and Finance tools.

Experience

- **Chinab Nest Quest / GRE/Sales** **05/01/2021-11/06/2023**
Conducting market research to identify selling possibilities and evaluate customer needs. Actively seeking out new sales opportunities through cold calling, networking and social media. Setting up meetings with potential clients and listening to their wishes and concerns. Closed large sales to exceed quota and align with company targets. Planned and coordinated product sales to exceed revenue projections and growth targets.
- **City One / GRE** **20/06/2023-28/12/2024**
Handle administrative tasks such as filing documents, data entry, and office organization, Greet clients, visitors, and prospective buyers in a professional and friendly manner, Coordinate communication between real estate agents, clients, and external vendors

- Merlin Developer / GRE

19/01/2025-Present

Greet clients, visitors, and prospective buyers

in a professional and friendly manner,Coordinate communication between real estate agents, clients, and external vendors,Handle administrative tasks such as filing documents, data entry, and office organization,Assist in preparing marketing materials, brochures, and listing presentations,Monitor office supplies and ensure smooth day-to-day front desk operations,Ensure a clean, welcoming, and organized reception area,Recognized by management for excellent customer service and professionalism.

Education

- MVM
SSC 22/03/2018

- ASM
HSC 22/03/2020

- ASM
B.Com 22/03/2023

- ASM
B.Com 22/03/2023

experience

- Customer - focused receptionist with strong communication.

hobby

- dance
- singing
- art
- craft

