

Ramesh Chander Bhatt

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OBJECTIVE

Looking for an innovative and challenging environment that can utilize my skills as an effective coordinator, besides providing me a platform to keep pace with the ever-changing face of an Industry. I want to give my finest services to the organization, proficiently and sincerely, learning and putting to best use my experience and knowledge in a result oriented manner that could be beneficial for the organization and me altogether.

PROFILE SUMMARY

- A result-oriented professional with a dynamic career of over 13 years.
- Having rich experience in handling Customers of high end projects.
- Exceptional communicator with a consultative approach, strong negotiation skills, exceptional problem solving abilities, and a keen client needs assessment aptitude.
- Proficient at making strong relationships with Customers, key decision-makers, other department and channel partners.
- An enterprising leader with skills in leading personnel towards accomplishment.

PROFESSIONAL EXPOSURE

Currently Working With Vipul Limited (Since December, 2005), as Deputy Manager Commercial

Job Responsibilities:

- Responsible for client relationship through all modes of communication (Written, Telephonic, Electronic and personal meetings)
- Interdepartmental coordination for clearing the documents and accomplishing client requirements.
- Tracking of customer payment from start to end and assuring all the necessary documents and communication is through.
- Ensuring continuous client interaction process through legal and financial mandates.
- Core team member involved in post-sale strategy formulation and planning considering the uniqueness of each project and customers.
- Responsible for generation MIS of post-sale activities and reporting the management with crucial information analysis.
- Managing customer relationship at all stages and responsible for ensuring highest level of customer satisfaction.
- Coordination with legal, Finance and accounts department for necessary interrelationship.
- Handling documentation process (i.e. Payments, Allotment Letter, Flat Buyer's Agreement, Demand Notes, Possession offer Letter, Transfer of Property Document, Conveyance Deed, Permission to Mortgage, Tripartite Agreement etc.)
- Interacting with channel partners & processes their bills for payment.
- Handling Pre-launch/Launch projects.
- Handling customer's grievance.

PROJECTS CURRENTLY HANDLING

- **Tatvam Villas:** - Tatvam Villas spread over an area of 50 acres. in sector-48, Gurgaon, having 254 exclusive villas.
- **Aarohan Residences:** - Aarohan Residences introduces a whole new concept of luxury to private residences in Gurgaon, having thoughtful designing creates a comfortable, congenial and healthy environment for the occupants.

Worked With United Securities (From June 2004 to December 2005). New Delhi as Accountant

Job Responsibilities:

- Worked in Tally
- Maintained general books of accounts and ledger.
- Prepared of all types of vouchers bills and receipts.
- Preparation of Bank Reconciliation Statement.
- Preparing salary statement
- Maintained Cash Book.

ACADEMIC QUALIFICATION

- PGDBA from Symbiosis University
- B. Com. from Delhi University in 2003
- 12th From CBSE Delhi in 2000
- 10th From CBSE Delhi in 1998

COMPUTER PROFICIENCY

- Office Tools: Excellent knowledge of MS Office (Word & Excel), Internet.

STRENGTHS

- Strong communication skills, grasping power & reasoning ability.
- Ability to adjust to changing environment.
- A sense of responsibility, optimism, patience & ability to work in a team.
- Hard working, always prepare to learn and adopt new techniques.
- I believe on work with best quality. I am a result oriented person and also believe in team work.

PERSONAL DETAILS

Date of Birth	:	06 th April, 1981
Father's Name	:	Sh. Anand Bhatt
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Language Known	:	Hindi & English
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