



## CONTACT

### PHONE:

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### EMAIL:

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## HOBBIES

Travelling  
Gardening  
Sports

## SKILLS

Tally ERP 9  
Digital Marketing  
MS Office  
Problem Solving  
Team Work  
Customer Service  
Marketing

# BHARAT KALWANI

## EDUCATION

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### Gujarat University

M.COM. (2020)  
Percentage- 55%

### Gujarat University

B.COM. (2018)  
Percentage- 48%

### New Gaytri H.S. School

H.S.C. (2015)  
Percentage- 61%

### I.P. English School

S.S.C. (2011)  
Percentage- 42%

## WORK EXPERIENCE

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### Family Business

July, 2020 to Present  
Real Estate Broker

### Roles & Responsibilities:

- Assist clients in buying, selling, and renting properties.
- List properties for sale or rent.
- Conduct market analyses to determine property values.
- Negotiate deals between buyers and sellers.
- Ensure legal compliance in transactions.

- Manage transaction documentation.
- Provide market insights and trends.
- Guide clients through financing options.
- Advise on property investment.
- Manage brokerage operations.
- Handle marketing for listings.

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### **Emen Retail Infotech Pvt. Ltd. [Customer Support Executive]**

April, 2018 to June, 2020

- Contact Potential Existing customers to inform them about a product or service.
- Answer questions about products of the company.
- Ask questions to understand customer requirements and close sales.
- Direct prospects to the field sales team when needed.
- Handle grievances to preserve the company's reputation. Go the "extra mile" to meet sales quota and facilitate for future sales.
- Keep records of calls and sales and note useful information.