DANISH SHARMA

📞 +91 93540 90950

📧 danishsharma2061@gmail.com

📍 New Delhi, India

# Objective

To contribute to a dynamic and growth-oriented organization in a Sales and Administrative capacity, utilizing my experience, leadership, and communication skills to streamline operations, drive revenue, and enhance organizational effectiveness.

# Professional Summary

Results-driven Sales Professional with 5+ years of experience in real estate and infrastructure, combined with strong administrative acumen. Proven ability to lead sales teams, manage client relationships, support business operations, and handle backend coordination. Adept at strategic planning, reporting, cross-functional collaboration, and high-impact client engagement.

# Core Competencies

• Sales Strategy & Business Development

• Administration & Office Coordination

• CRM & Pipeline Management

• Client Relationship Management

• Team Leadership & Training

• Documentation & Process Compliance

• Forecasting & KPI Reporting

• Communication & Interpersonal Skills

# Professional Experience

## Sales Head

Ace Prime Infra – New Delhi | June 2023 – Present

* Led end-to-end sales planning and execution to achieve monthly targets and business growth.
* Prepared and analyzed sales forecasts, KPIs, and budget reports for management.
* Built and managed a strong sales pipeline, ensuring visibility at all stages.
* Facilitated onboarding and training of new team members and agents.
* Collaborated with cross-functional teams for seamless customer experience and backend coordination.
* Developed client relationships and strategic partnerships to increase brand reach.

## Real Estate Consultant

The Estates – New Delhi | August 2020 – June 2023

* Consulted with clients to identify housing and investment needs.
* Prepared and presented sales proposals, agreements, and closing documentation.
* Coordinated with legal, finance, and operations teams to ensure smooth transactions.
* Conducted market research and property evaluations.
* Managed client documentation and appointment schedules.
* Built a strong referral network with mortgage lenders, attorneys, and service providers.

# Education

MBA (Marketing), Guru Gobind Singh Indraprastha University – 2011–2013

Bachelor of Computer Applications (BCA), Jamia Millia Islamia – 2007–2010

DAV Model School, Shalimar Bagh, New Delhi – Until 2008

# Technical & Administrative Skills

• MS Office (Excel, Word, PowerPoint)

• Email & Calendar Management

• CRM Tools (e.g., Zoho, Salesforce - if applicable)

• Data Entry & Record Keeping

• Meeting Scheduling & Coordination

# Languages

• English – Fluent

• Hindi – Native

• Punjabi – Conversational