

# VANDANA SHAH

## Survey Executive

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📍 24, Akbar Road New Delhi-110011

### SUMMARY

I am a dedicated and results-driven Survey Manager with extensive experience in real estate. My ability to establish strong relationships with builders and property dealers ensures seamless project execution. I excel in managing surveys, delivering tailored solutions, and maintaining effective communication with all stakeholders. With strong analytical skills and attention to detail, I am committed to achieving project objectives on time and within budget.

### EXPERIENCE

Customer Relation Executive (Sales) 10/2018 - 05/2024  
MAHINDRA FIRST CHOICE Gurgaon, India

A leading player in the automotive services sector, focusing on customer satisfaction

- Procurement Management
  - Teambuilding & Training
  - Quality Check
  - MIS Preparation
  - Ability to successfully manage multiple projects
  - Preparation & Submission of daily team reports
  - Cost-Reduction Strategies
  - Sales & Margin Improvement
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- Quality Check of evaluation reports
  - Arrangement of online quotes
  - Negotiating with client for better price
  - Dealer onboarding
  - Follow-up for RC transfer status
  - Maintained professional and productive relationships with clients
  - Achieving given targets on or before time
  - E-mail drafting

Survey Executive 06/2024 - 03/2025  
HUB AND OAK Okhla Phase 2 , New Delhi

A company specializing in real estate services

- Maintain and update Google Sheets for accurate project tracking and data management
  - Establish and maintain strong relationships with builders and aggregators for seamless project coordination
  - Liaise with clients to understand their specific requirements and ensure timely fulfillment of their needs
  - Prepare Management Information Systems (MIS) reports to provide valuable insights and updates to senior Management
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- Create and deliver presentations to communicate project progress, insights, and key metrics
  - Demonstrate the ability to successfully manage multiple projects simultaneously, ensuring all deadlines are met
  - Consistently follow up with clients to ensure satisfaction and address any concerns promptly

### EDUCATION

BA (Humanities) 08/2013 - 05/2017  
Delhi University New Delhi, India



### STRENGTHS

- 9 Administrative Skills  
Strong administrative skills including strong attention to detail, organization and accuracy
- & Technical Proficiency  
Proficient in Microsoft Office Suite; demonstrates ability to learn new systems quickly
- E Teamwork  
Team player with excellent interpersonal skills and ability to work with various professionals
- Detail-Oriented  
Strong attention to detail; ability to accurately proofread documents

### KEY ACHIEVEMENTS

- E Employee of the Month - November 2019  
Received 'Employee of the Month' for instrumental role in driving record-high sales increases, achieving targets before time and high customer satisfaction
- \* Rock Star of the Month - July and September 2020, July and August 2021  
Recognized for adhering to call parameters and achieving high customer satisfaction over multiple months

### LANGUAGES

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Hindi	Native	◆◆◆◆◆
English	Native	◆◆◆◆◆
Bengali	Advanced	

### SKILLS

Google Sheets   Microsoft Office   Gmail  
, Outlook, CRM Portal