



Mr. Akash Suresh Lokhande.

CONTACT

☎ 7773930243
7020359536

✉ akashlokhande0136@gmail.com

📍 F-10,Vasant Rajini Apt,
Sadguru no-3 , Behind
Adhav Petrol Pump ,
Jailroad , Nashikroad
-422101.

EDUCATION

SSC

Maharashtra High School
Mar 2010

HSC

RNC, JDB Commerce College And
NSC Science
Mar 2012

BA

Yashwantrao Chavan
Maharashtra Open University
May 2019

EXPERTIS

- Sales and market development
- Microsoft Office Suite
- Excel spreadsheets
- Document conversion and retrieval
- Problem-solving abilities
- Customer needs assessments

PROFILE SUMMARY

Resourceful Real Estate Consultant recognized for high productivity and efficient task completion. Skilled in market analysis, negotiation strategies, and property valuation. Excel at communication, problem-solving, and client relationship management, ensuring seamless transactions and client satisfaction.

WORK EXPERIENCE

Sales Executive Sep 2009-Feb 2012

Viraj Sales | Nashik

Store In Charge May 2012-Jun 2014

Gold Star Ltd | Liberia (East Africa)

- Store In Charge of building materials.

Administration & Operation Team Aug 2014-Aug 2015

Inox Theater | Nashik

- Team leader and floor handling.

Sales Assistant Sep 2016 -Sep 2017

Reliance Jio Infocomm Ltd | Nashik

- Sim card and mobile distribution.
- Sim card porting.

Working as FC&A Associates. Aug 2017 - Jun 2019

Reliance Jio Infocomm Ltd | Nashik

Rental & EB

- Rental & EB Payment for Own Sites/Facilities
- Rental, EB & Diesel (via Petro card) payments of Jio Centre

Hygiene

- RO / RECN Creation / Registration / E-payment mapping
- 1st Bill / Recurring EB Bill follow-up
- EB & Rental Advance regularization
- Collection of GST invoices of Rent, EB & maintenance charges
- PAN updation of Landlord in vendor master

Analysis and Control

- Physical Verification of Stock @ CMP location
- Reconciliation of Petro card usage Vs Diesel consumption

Co-ordination

- Resolving access issues of Own sites to ensure smooth access to Field Operation Team - Coordination with Infra Leads to ensure timely booking of EB Bills and Diesel booking in IEM
- Portal for all site
- Maintaining relationship with LL by providing free handsets, etc

Admin

- Managing calenders , appointments and travel arrangements.
 - Maintaining filing systems , organinzing events and ensuring a clean and safe work environment
 - Greeting visitors, providing support to staff and management and assisting colleagues
 - Ordering office supplies and consumables for office equipment
 - Coordinating office activities, ensuring compliance with company policy and streaming proces
-

Real Estate Consultant

Jul 2019 - Nov 2023

Reliance Jio Infocomm Ltd | Nashik

- Team Handling and management.
 - Acquire land for mobile tower as per company norm's.
- GBT, RTP, RTT, GBM, Pole site, NBT
- Finalizing land , documentation and legal validation.
 - Commercial negotiation.
 - Collecting data from area and field officer and reporting to headquarters.
 - After installation of tower , taking NOC from Gram Panchayat , City Council and Corporation office.
-

Real Estate Consultant

Dec 2023 - May 2024

Indus Tower's Limited | Nashik

- Team Handling and management.
 - Identified of the option in search ring 50-100 meters.
 - Distance from the point identified by Network Team.
 - After option approved by network Team Finalization of rental as per rental Guideline with Landlord
 - Collection of Documents and clear document for legal advice
 - Preparation of lease deed Agreement from legal department
 - Get signature of landlord on agreement and prepare Agreement Commercial.
 - Prepare and update site status Reports/ data base and
 - Attend Client meeting is required
 - Cost control, data entry and Tracking of Lease Agreement
 - and Other site Acquisition Documentation.
 - Resolve Rent, space and Site Access related owner Issue.
-