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**ADDRESS**
Jaipur, Rajasthan (IN)

# RIMPLE NIMIWAL

## *Back Office Staff*

Experienced back office staff with a background in real estate administration, sales coordination, and document handling. Skilled in drafting deeds and agreements, managing IVR lead systems, supporting the sales team, and maintaining organized records for smooth office operations and client communication.

## WORK EXPERIENCE

### Arihant Dream Infra Pvt. Ltd. Jaipur

*Customer Relationship Management*

*Dec 2022- July 2023*

Experienced back office staff in real estate, skilled in preparing deeds, drafting agreements, and managing IVR lead system and supporting Sales team. Strong knowledge of property paperwork, office coordination, and maintaining accurate records to support daily activities.

### Upasana Colonisers and Resorts Pvt. Ltd. Jaipur

*Sales Person*

*Nov 2021- Oct 2022*

Sales and Marketing professional with a proven track record of boosting revenue and fostering customer relationships through effective communication and strategic planning.

### Uday Raj Palace Pvt. Ltd. Jaipur

*Sales Person*

*Dec 2019- Sep 2021*

Dedicated office-based sales professional with expertise in making phone calls and handling pre-sales tasks, known for building strong customer relationships and achieving sales targets.

## EDUCATION

### Suresh Gyan Vihar University, Jaipur

*MBA (Marketing)* *2021-2023*

### Jaipur National University, Jaipur

*B.Sc (PCM)* *2017-2021*

## SKILLS

- Back Office
- Microsoft Office
- management Skills
- CRM
- Fresh Sales
- Report Preparation
- Communication Skills

## LANGUAGES

Hindi
English
Punjabi

## HOBBIES

Playing Badminton

Listen to Music