



REHAN JOSHI

Property Consultant

client discovery, property research, listing preparation

Pune, India | rehan.joshi@example.com | ROLE 38-05

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Property Consultant with an illustrative 12-year career in customer-facing commercial operations and asset presentation. Combines client discovery, property research, listing preparation with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes property shortlisting process, listing information review and viewing follow-up system. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced property consultant opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Postgraduate diploma in Real Estate Management. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

12 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

client discovery / property research
listing preparation / viewing coordination
market comparisons / documentation
negotiation support / CRM

PROFESSIONAL MISSION

Turn a clear brief into dependable customer-facing commercial operations and asset presentation work: understand the context, apply client discovery and property research, record the evidence and explain the limitations before handover.

Career family: Retail, E-Commerce & Property Services | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Property Consultant

Meridian Retail and Property (fictional)

Jul 2023 - Present | Pune, India

Independent ownership of scoped property consultant work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Documented requirements and transparent option comparisons.
- Built an information checklist and unresolved-question log.
- Led brief clarification and prioritised work using client discovery, property research and listing preparation. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a customer or category brief to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of viewing coordination and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Property Consultant

Northline Retail and Property (fictional)

Jul 2019 - Jun 2023 | Pune, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in listing preparation and viewing coordination.

- Created structured preference and next-step notes.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied market comparisons and documentation to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a sales or service review so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Clarify customer needs and approved product or service information.
- Maintain accurate records and coordinate promises with fulfilment or specialist owners.
- Use transparent descriptions and document commercial or operational exceptions.

PROFESSIONAL EXPERIENCE / EARLIER

Property Consultant

Cedarbridge Retail and Property (fictional)

Jul 2016 - Jun 2019 | Pune, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving client discovery and property research using a documented preparation and review process.
- Supported listing information review by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through negotiation support and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Property Consultant

Cedarbridge Retail and Property (fictional)

Jul 2014 - Jun 2016 | Pune, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with client discovery and listing preparation within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Property shortlisting process. Documented requirements and transparent option comparisons. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Listing information review. Built an information checklist and unresolved-question log. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Viewing follow-up system. Created structured preference and next-step notes. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Property shortlisting process

P1 | Jan 2024 - Jun 2024 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in customer-facing commercial operations and asset presentation; not a real client case study.

Problem. Clients reviewed listings without clear fit criteria.

Objective. Create a workable response to this issue through client discovery, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Property Consultant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Documented requirements and transparent option comparisons.
- Prepared the scope with the commissioning team, identified unresolved inputs and used client discovery to turn the brief into a sequenced work package.
- Applied property research and listing preparation while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. client discovery / property research / listing preparation / viewing coordination

Deliverables. Property shortlisting process - scoped brief; Property shortlisting process - reviewed working package; Property shortlisting process - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a customer or category brief and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for property shortlisting process, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): customer or category brief; operating and information-quality checklist; sales or service review.

SPECIALIST PRACTICE

Commercial representations

The sample focuses on client discovery, property research, listing preparation. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on client discovery and viewing coordination for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of listing information review, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Prices, listings and results are fictional. No property ownership, agency authorisation or verified customer review is represented.

SELECTED WORK / 02 AND 03

Listing information review

P2 | Jan 2025 - Jun 2025 | Meridian Retail and Property (fictional)

Problem. Marketing descriptions lacked verified supporting details.

Objective. Create a workable response to this issue through property research, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Property Consultant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Built an information checklist and unresolved-question log.
- Prepared the scope with the commissioning team, identified unresolved inputs and used listing preparation to turn the brief into a sequenced work package.
- Applied viewing coordination and market comparisons while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. property research / listing preparation / viewing coordination / market comparisons

Delivered. Listing information review - scoped brief; Listing information review - reviewed working package; Listing information review - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for listing information review, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): customer or category brief; operating and information-quality checklist; sales or service review.

Viewing follow-up system

P3 | Jan 2020 - Jun 2020 | Northline Retail and Property (fictional)

Problem. Client feedback was recorded inconsistently.

Objective. Create a workable response to this issue through listing preparation, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Property Consultant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Created structured preference and next-step notes.
- Prepared the scope with the commissioning team, identified unresolved inputs and used market comparisons to turn the brief into a sequenced work package.
- Applied documentation and negotiation support while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. listing preparation / viewing coordination / market comparisons / documentation

Delivered. Viewing follow-up system - scoped brief; Viewing follow-up system - reviewed working package; Viewing follow-up system - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for viewing follow-up system, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): customer or category brief; operating and information-quality checklist; sales or service review.

EDUCATION AND SPECIALIST LEARNING

Postgraduate diploma in Real Estate Management

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2013 - May 2014 | completed - fictional record
Focus: client discovery, property research, viewing coordination. Specialist study on property shortlisting process; an illustrative learning project, not a published result.

Bachelor's in Business Administration

Cedarhaven College of Applied Studies (fictional institution)
Jul 2010 - May 2013 | completed - fictional record
Focus: listing preparation, market comparisons, documentation. Applied coursework in client discovery, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Customer discovery workshop (2023). Client discovery and viewing coordination in the context of property consultant work. Used reflective exercises and a bounded practice example related to property shortlisting process.

Commercial data quality practicum (2024). Property research and market comparisons in the context of property consultant work. Used reflective exercises and a bounded practice example related to listing information review.

Service coordination seminar (2025). Listing preparation and documentation in the context of property consultant work. Used reflective exercises and a bounded practice example related to viewing follow-up system.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.

Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Prices, listings and results are fictional. No property ownership, agency authorisation or verified customer review is represented.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.

Contact placeholder: rehan.joshi@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.