# Buisness Developer and Analyst | Sales and Marketing

**SHIWALI | Contact No: 07986220735** | **E-mail:** salariashiwali8@gmail.com

**CAREER OBJECTIVE**

To work in a firm with professional work driven environment where I can utilize and apply my **Knowledge**, **Multiple project handling** and **Target Oriented** skills, to fulfilling an organizational goals.

**PROFESSINAL KEY RESONSIBILIES**

1. **Handle Inside sales:**
* Maintain record of Cold calling and Meetings
* Arrange Meetings with the potential Clients
* Give trainings to the fresher’s
1. **Maintain Lead data for Email campaigns and follow-ups using software**
* Mail chimp
* Outlook
* Gmail
* Hubspot
1. **Direct Lead Generation from:**
* LinkedIn
* Facebook
* Hoovers
* Discover Org
* Conference/Meetings
* Leads24
* D7 lead finder
1. **Content Writing for Websites| Emails | Proposals| Blogs| Newsletters**
2. **Preparing Sales Proposal |Understanding |Requirement |Quotation Documents**
3. **Design Wireframes using Balsamic**
4. **Co-ordinate with developers and Project Managers to provide client updates and feedbacks.**
5. **Handle sale of In-house developed product For School Management in major:**
* WardNav (Student Safety and School Management System)
* Proto Management (School Management System)
* Proto Shop (E-commerce Store)
* Campus Edge (School Management System)
* Confowiz (Drug and Clinical Database)
1. **Bidding on online portal like**
* Up work
* AppFutura
* PHP
* Freelancer
* Guru
1. **Ensure Client Engagement**
2. **Training fresher’s and taking end to end on boarding session for them**

**PROFESSINAL EXERIENCE (5+ yrs)**

1. **BUSINESS DEVELOPMENT MANAGER** in Innzes Solutions Pvt Ltd (Oct 2019 – till present)
2. **BUSINESS DEVELOPMENT MANAGER** in goMad INFOTECH (Apr 2019 – Oct 2019)
3. **BUSINESS DEVELOPMENT MANAGER** in PROTOLABZ ESERVICES (Mar 2018 - Apr 2019)
4. **SENIOR BUSINESS DEVELOPMENT OFFICER** in SOLITAIRE INFOSYS (Mar2016 - Mar 2018)
5. **PROJECT ASSOCIATE AND TEAM LEAD** in ADI GROUP (Nov 2013 - Mar 2016)

**BASIC ACADEMIC CREDENTIALS**

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| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year** | **CGPA/Percentage** |
| B.Tech(Biotechnology) | Lovely School of Science and Technology, Phagwara/ Lovely Professional University,PB | 2008-2012 | 6.58 (CGPA) |
| Intermedite | CBSE/ KendriyaVidayalya Chamera1, Chamba.HP | 2007-2008 | 67.4% |

**IT PROFICIENCY**

MS Office word, Excel, Power Point , Internet Browsing, Window 8, 7, and XP

**INTERPERSONAL SKILL**

Confident and Determined, Can handle multiple project at a time, Motivated, Ability to cope up with different situations.

**PERSONAL PROFILE**

Father’s name : Sh. Jagmohan Singh

Date of Birth : 23-02-1991

Age : 29 yrs

Gender : Female

Languages known : Hindi, English, Punjabi

Permanent Address : Pathankot,Punjab

**Declaration:**

I do hereby declare that above information is true to best of my knowledge and belief.

**Shiwali**