

## Work Experience

**Last Job :** Business Development Manager, Tanzanite Infotech, Noida from 2012 - 2018  
**Tanzanite Infotech Pvt. Ltd.** is an IT company deals in Mobile & Web applications designing & development for all major platforms.

### My job includes :

- Bidding on all Freelancing sites – Upwork, Guru, Freelancer.
- Making good network on LinkedIn, Angel List and personal meet-ups
- Identify clients & acquiring new projects.
- Preparing proposals and presentations according to client requirements and suggesting them best technology for their projects.
- Price & time estimation of projects.
- Communicating with clients & Regular follow up through Email & Skype calling.
- Maintaining relationship with the existing client.
- Preparing Newsletter & E mail marketing templates, organizing Digital ad campaigns.
- Coordinate sales & marketing team for smooth delegation of leads.
- Leading Team & motivate them for better results.
- Working on quarterly targets and achieving it.
- Keeping track of Team Target and working on it.
- Maintaining sales records & reports.

**Past Job:** Business Development Executive, Devlin Infotech, Noida from 2010 - 2012.  
**Devlin Infotech Pvt. Ltd.** is an IT company deals in Website designing & development, Digital Marketing (SEO, SMO).

## Managerial skills

- Courageous to work on the entire spectrum of business management and administration with properly organized behavior.
- Maintaining a good rapport with all staffers.
- Confident in work & motivate to achieve my team goal with organizational goals.
- Recruiting team members and assigning tasks to all team members

## **Soft skills**

- Knowledge of Mobile application designing & development.
- Basic Knowledge of Digital marketing, Website development.
- MS Office & Skype proficient
- Basic knowledge of Adobe Photoshop, Corel, etc.
- Proficient in Internet
- CRM software

## **Education and Certification**

- M.B.A (Marketing & Finance) in 2008-10 from BIET (Govt. Institute).
- Bachelors of Science (B.Sc.) in 2005-08 from Agra University.
- 12<sup>th</sup> from CBSE Board.
- 10<sup>th</sup> from CBSE Board.

## **Personal information**

- Date of Birth: 14<sup>th</sup> December, 1987
- Residence: 109-A, Mayapuri, New Delhi-110064