



RICHA JAISWAL

SENIOR BUSINESS DEVELOPMENT EXECUTIVE

Seeking to advance into a managerial or leadership position to enhance skills, mentor a larger team, and drive company's success.

CONTACT

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[in](#) [Richa Jaiswal](#)

EDUCATION

2023- Current LEARN BAY

- Business Analysis & Project Management

2015- 2020 HIMGIRI ZEE UNIVERSITY

- Bachelor of Architecture

SKILLS

- Sales Management
- Leadership and Delegation
- Logistics Coordination
- Global Team Collaboration
- Administrative Support
- Operations Management
- Accounts Payable and Receivable
- Marketing Strategy
- Employee Training and Development
- Event Planning and Execution

PROFILE

- **Experience:** Possessing 4 years of comprehensive experience across the hospitality, furniture, architecture and edtech sectors.
- **Sales Achievements:** Accomplished in end-to-end sales processes, consistently delivering over \$1 million in revenue for the company.
- **Business Growth:** Proficient in developing and executing business growth plans, driving strategic expansion initiatives.
- **Product Development:** Skilled in strategizing and expanding product offerings to enhance sales performance and market presence.
- **Financial Management:** Expertise in ensuring timely management of receivables and payables to maintain financial stability.
- **Team Collaboration:** Proven ability to coordinate effectively within teams, fostering understanding and facilitating problem-solving efforts.
- **Project Management:** Skilled in effectively managing multiple projects simultaneously, from initiation to completion, ensuring alignment with organizational objectives and deadlines.

WORK EXPERIENCE

ApneWala Hotel Furniture, Noida

Senior Business Development Executive

Feb 2023- Current

- Managed end-to-end sales processes, consistently meeting or exceeding quarterly targets.
- Conducted detailed estimations for projects, ensuring accurate cost projections and budgets.
- Oversaw local and overseas logistics operations, optimizing supply chain efficiency.
- Coordinated with team members in the US and China, fostering global collaboration and communication.
- Handled administrative and operational tasks to streamline workflow and improve productivity.
- Managed accounts payables and accounts receivables, ensuring timely payments and collections.
- Led the marketing team in developing and executing strategic campaigns to drive brand awareness.
- Provided training and mentorship to new employees, facilitating smooth onboarding processes.
- Organized and executed successful events, from planning to implementation, achieving high participant satisfaction levels.

UpGrad Education Pvt Ltd, Noida

Admissions Manager

Oct 2022- Jan 2023

- Managed and converted leads for diverse upGrad programs.
- Provided comprehensive information to prospective learners via phone, email, chat, and social media.
- Matched learners with suitable study abroad programs based on their profiles.
- Updated lead discussions and conversions on CRM software.
- Addressed objections and negotiated prices to drive sales revenue.
- Maintained ongoing communication until learners were successfully onboarded.

TOOLS

- Microsoft Excel, PPT, Word
- Microsoft Outlook
- Microsoft Planner
- Adobe Photoshop
- Canva
- AutoCad, Revit
- Salesforce CRM

ACHIEVEMENTS

- Certification for Site Visit and Case Study for Hindustan Prefab Ltd
- University of Westminster International Design Competition
- Qualified in round 2 for a Park Design in InTach's Dehra Smart Heritage
- Organized ZONASA Panel for 1000 people

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Telugu (Basics)

INTERESTS

- Cooking
- Baking
- Traveling
- Movies/ Series

Think & Learn Pvt Ltd, Noida

Business Development Associate

Aug 2021- Sept 2022

- Managed, sustained, and recruited prospective leads for BYJU's K3 & K9 Courses, resulting in generating revenue of around 40-50 lakhs during overall tenure.
- Conducted in-person meetings with students and parents for counseling, leading to enrolling more than 70 students.
- Addressed and resolved parental concerns, aiding in program selection to drive enrollment.
- Maintained consistent communication with students and parents throughout the onboarding process to ensure a smooth transition and successful outcomes.

Rigya Hypermarket, Rajahmundry

Operations Manager

July 2020- July 2021

- Supervised a team of 3 individuals by delegating daily responsibilities.
- Oversaw all operations of the store, including inventory maintenance and daily stock management.
- Managed store data effectively through the Point of Sale (POS) system.
- Cultivated relationships with current clients and pursued new client opportunities for the store as required.
- Established and maintained robust communication with both customer bases, B2B and B2C, to ensure strong connections and customer satisfaction.

Beaux Studio, New Delhi

Trainee

Jan 2020- Apr 2020

- Accountable for actively engaging in diverse projects such as residential, villa, and hotel designs.
- Oversaw planning and elevation design for a play school project in Vasant Kunj, Delhi.
- Conducted site visits for various ongoing projects and collaborated closely with senior architects to ensure project success.

MY TIME

