

SAJAN VERMA

+917050378791



Date Of Birth : 08 Nov 1999

sajanverma0257@gmail.com



Business Development Executive

14, Jemco Bus Stand, P.O. & P.S. Telco,
Jamshedpur, Jharkhand, 831004



SUMMARY

Highly motivated and professional Executive with experience providing high-level support to senior executives. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

Pune Institute of Business Management, Pune

PGDM 2021 - 2023

A.B.M. College, Kolhan University

Bachelor of Commerce 2018 - 2021

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in handling team and clients

CERTIFICATIONS

- Google Ads certification offered by Google
- Global Marketing Management offered by IIT Roorkee on swayam.gov.in
- International Business offered by IIT Roorkee on swayam.gov.in- Pursuing

PROFESSIONAL EXPERIENCE

Business Development Executive

Ceasefire Industries Pvt Ltd | Apr 2024 - Jul 2024

- Establish, develop and maintain the business relationship with the prospective customer in the assigned territory to generate new business for the organization.
- Lead generation & proactive follow-ups on leads, convincing and conversion.
- Ensure adherence to sales processes and requirements & sales closing skills.

Business Development Executive

Get Digitalize | Nov 2023 - Mar 2024

- Understood the client requirements and make strategy according to it
- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Learn and understood the cross functional collaboration.

Market Executive

Xperts Service Pvt. Ltd. | Jun 2020 - Sep 2021

- Handled CRM and resolved customer issues.
- Updated database and Monitoring Company Performance.

Sales Operation Intern

Elastic Run | May 2022 - Jul 2022

- Worked with Elastic Run, a Distributor of Reckitt Benckiser to handle operations.
- Monitoring the performance of Sales Executives & Carried out Beat Alignment

Sales Trainee Intern

AMUL India | Dec 2021 - Jan 2022

- Worked with Distributor and Sales team of AMUL.
- Added 25 New Retail Outlets and 1 APO.