

Divya Thakur

Business Development Executive

Contact

✉ diyat6130@gmail.com

☎ +91 8882627579

📍 Faridabad

Skills

- Communication
- Teamwork
- Problem-Solving
- Time Management
- Quick Learner
- Research and Analyze
- Familiarity with CRM

Languages

- English
- Hindi

ABOUT MYSELF

Seeking a challenging position in a reputable organization where I can expand and utilize my learning, skills, and knowledge. Flexible to work in any environment as required, I am committed to exceeding expectations and achieving shared goals.

WORK EXPERIENCE

Business Development Executive

@ Dean Infotech Pvt. Ltd. Faridabad

MAR 2023 - NOV 2024

- **Proposal Drafting and Competitive Bidding:** Developed tailored proposals and strategic bids on multiple platforms like Upwork, Fiverr and LinkedIn, addressing client needs to secure high-value contracts.
- **Lead Generation and Business Prospecting:** Conducted targeted data mining and lead generation through diverse channels, identifying and converting prospects into promising sales opportunities.
- **Automated Campaign Management:** Designed and executed email and WhatsApp marketing campaigns to boost client engagement and drive sales through personalized communication strategies.
- **International Sales and LinkedIn Engagement:** Built global client relationships across the USA, Europe, Australia, and the UAE using LinkedIn and Sales Navigator, driving conversions through consistent outreach and follow-ups.
- **Sales Tools and CRM Expertise:** Maximized efficiency in managing sales pipelines and client interactions using Salesforce, Sales Navigator, Upwork, and AI-driven tools.
- **Client Collaboration and Meeting Facilitation:** Coordinated and led client meetings, ensuring alignment on deliverables, timelines, and project expectations for successful outcomes.
- **Google Sheets for Data Tracking:** Maintained meticulous records of sales activities, client communications, and project progress using Google Sheets, promoting clarity and team collaboration.

EDUCATION

Bachelor of Computer Application

@ K.L Mehta Dayanand College for women 2019-2022

12th CBSE Board

@ Gita Bal Niketan Sr.Sec.School 2018-2019

10th CBSE Board

@ Navodaya Vidya Niketan School