

# Ayushi Patel

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## OBJECTIVE

To join an organization which provides opportunity to learn and grow with hard work, commitment, dedication, sincerity and intelligence.

I would like to take a lead role for the accomplishment of company or organization's goals.

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## WORK EXPERIENCE

01/2020 – 06/2020

### **Business Development Manager- Momentz, Delhi**

Responsibilities:

- Work on daily orders, cash-inflow
- Monthly visits in territory with planning to meet and appoint new dealers along with selling new items to existing dealers
- Appoint new dealers, pitch products, take follow-ups
- Existing dealer management in allotted territory
- Deal with queries and issues of existing dealers over calls and emails
- Only POC for existing dealers in South India region

05/2019 – 10/2019

### **Cluster Manager-Business Development team, Cubical Home Automation, Delhi**

Responsibilities:

- Establish operation strategy in a team for improving sales
- Work on monthly cash-inflow and ensure timely inflow
- Appoint new distributors, pitch products, take follow-ups
- Inventory management for channel partners
- Deal with queries and issues of existing channel partners over call and emails
- Only POC for existing channel partners

10/2018 – 04/2019

**BDM, Bytes Fintech, Delhi**

Responsibilities:

- Handling clients face to face
- Pitch services, convince clients, get on board
- Inbound and Outbound client handling
- Preparing and demonstrating presentations
- Social media platforms handling i.e. Facebook, LinkedIn, Twitter, Instagram, Google Plus, Medium, etc
- Writing and editing website content
- Email Marketing for services and promotions
- Business email accounts handling

06/2016 – 10/2018

**Assistant Coordinator, Ingenious e-Brain Solutions, Gurugram**

Responsibilities:

- Maintaining Coordination between teams
- Handling BD related queries and management of data for calls, targets, incentives etc
- Contact clients, pitch services, arrange webinar and understand requirements
- Making Market Research sample reports on different domains
- Email Marketing for reports and services
- Social media accounts handling-LinkedIn, Facebook, Twitter etc
- Coordinate and weekly meetings with Data management, IT, Operations team for issues and queries
- Secondary research
- CRM management for BD

**Executive->Senior Executive, Ingenious e-Brain Solutions, Gurugram**

Responsibilities:

- Data extraction/Data mining.
- Collating and managing of data.
- Searching for new and relevant data on different websites.
- Good knowledge of social platforms like LinkedIn and Xing.
- Email Marketing.
- Communication with clients over emails.
- Calendar management.
- Research work for companies of different sectors and presenting them in form of PPT or Word document. Gained expertise over different search techniques.
- Team handling of around 5-6 people.
- Understanding team requirements and work accordingly.
- Giving Presentations and Briefing the team about new technologies and different sectors.
- Analysis and correction of data related and other issues ASAP to continue hassle free work.

- Quality check over data from time to time.
- Email marketing
- BD data management and status update

03/2016 – 06/2018

**Intern-Content development and Operations, Aspiring Minds, Gurugram**

Responsibilities: Content

- Manual Testing: Patch testing, Checking errors (Aesthetically, Analytically )
- QA: Spotting and Correction of errors
- Vendor engagement: Communication and Negotiation
- MS Excel: Basic use
- Image work: Searching and working on relevant images. Text image creation( English and Bilingual)

Responsibilities: Operations

- Work on event data ( Syncing, Committing, Uploading)
- Dealing with issues (Wrong or incomplete data)

## EDUCATION

2010 - 2014  
**Electronics and Communication Engineering**, MDU, Rohtak

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### AWARDS

- Thumbs Up award-Ingenious e-Brain
- Scored second position in Electrotech
- Volunteer at Amity Youth Fest
- Regional level player in Kho-Kho and Basket-Ball

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### STRENGTHS

- Dedicated
- Quick learner
- Able to work under pressure of deadlines
- Strong interpersonal and communication skills
- Ability to work as a part of a team and on own initiative
- Flexible and willingness to learn
- Optimistic and self-reliant
- Confident
- Good command over basic MS-Excel and MS-Office

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### PERSONAL DETAILS

- Date of Birth : 17-05-1993
- Nationality : Indian
- Languages : English & Hindi

Place :

Date :

