

ROBERT SMITH

Lead Business Development Officer

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Conscientious and organized individual with exceptional time management ability. Personable team player with superior communication and interpersonal skills.

EXPERIENCE

Lead Business Development Officer

ABC Corporation - JULY 2011 - OCTOBER 2011

- Supervising, estimating, prioritizing and scoping of the project.
- Responsible for business development, expansion and strategic framework.
- Responsible for coordination and communication with major donors and stakeholders including ADB, World Bank, DFID, Ministry of Agriculture & Forestry, Ministry of Education, Ministry of Health etc.
- Developed and compiled bid documents (EOI/Proposal) and also researched and analyzed critical data, statistics, procedures and prepared methodologies and business plans with PM tools like Microsoft Project, SharePoint and Visio.
- Responsible for coordinating and maintaining liaison with national and international consultants.
- Developed full-scale project plans and associated communications documents.
- Effectively communicated project expectations to team members and stakeholders in a timely fashion.

Business Development Officer

ABC Corporation - 2006 - 2011

- Searching New Client.
- Discuss with Client about the services offer by Company and identify their requirements.
- Handling Budget and maintaining cost in operation.
- Writing Client Reports.
- Acting as the Link between the client and company by maintaining regular contact with both ensuring the communication flow effectively.
- Use Quantitative Techniques to Analyze and make Decision.
- Identify Workplace Problem and Solve Problem..

EDUCATION

- BBA in Business Administration - (City University)



SKILLS

Project Management.