

Gurmeet Kaur

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Professional Summary

Results-driven Business Development Executive with over 5 years of experience in India and Dubai. Proficient in driving growth and developing strong client relationships across diverse industries including oil and gas, real estate, civil, and interior. Skilled in RFQ, sales order management, PO preparation, vendor and supplier registration, and tender submission. Proven ability to secure international business deals and manage end-to-end sales processes.

Core Competencies

- Request for Quotation (RFQ)
- Sales Order Management
- Purchase Order (PO) Preparation
- Vendor and Supplier Registration
- Tender Filling and Submission
- International Business Development
- Client Relationship Management
- Market Research and Analysis
- Strategic Planning and Execution
- Cross-functional Team Collaboration

Professional Experience

Business Development Executive

Leap Interactive, Dubai, UAE

December 2023 – Present

- Developed and executed business strategies to attract and retain international clients from the oil and gas, real estate, and civil sectors.
- Negotiated favorable terms with developers, including Bhutani Infra, M3M, Godrej Properties, and Smartworld, securing significant cost savings for the portfolio.
- Oversaw the development and implementation of comprehensive financial models to optimize portfolio performance and risk management.
- Collaborated effectively with cross-functional teams, including analysts, legal counsel, and project managers, to ensure project success.
- Managed RFQs, prepared detailed proposals, and handled sales orders and POs.
- Registered the company on various vendor and supplier portals to enhance visibility and opportunities.

- Led tender preparation and submission processes, ensuring compliance with all requirements.
- Successfully closed deals with major international clients, resulting in a 20% increase in revenue.
- Conducted market research to identify new business opportunities and trends.
- Collaborated with cross-functional teams to deliver tailored solutions to clients.

Business Development Manager

Teckholic Education, Delhi, India

June 2019 – November 2023

- Supported the business development team in identifying and pursuing new business opportunities in the interior and civil industries.
- Assisted in the preparation of RFQs, POs, and sales orders.
- Registered the company on local and international supplier portals, increasing the client base by 15%.
- Participated in tender filling and submission processes, ensuring accuracy and timeliness.
- Developed strong relationships with clients and stakeholders to ensure satisfaction and repeat business.
- Conducted competitor analysis and market research to inform strategic decisions.

Education

Bachelor of Technology (ECE)

Punjab Technical University, Punjab, India

Graduated: May 2019

Certifications

- Sales Professional (SP)
- Project Management Professional (PMP)
- International Business Development

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint)
- CRM Software (Salesforce, Zoho CRM), Property management software (squareconnect)
- ERP Systems (SAP, ERP)
- Tender Management Software
- **Real Estate Skills:** Property valuation, Market analysis, Due diligence, Regulatory compliance
- **Soft Skills:** Communication, Negotiation, Problem-solving, Teamwork, Client Relationship Management

Languages

- English (Fluent)
- Hindi (Native)
- Punjabi (Fluent)

