



# SIDRA MUZAFFAR

## BUSINESS DEVELOPER

I am a Business Developer focused on analyzing revenue generation, growth opportunities, and implementing marketing strategies to achieve company goals.

### EDUCATION

2018 - 2022  
Bachelors in Business Administration  
COMSATS University Islamabad

### SKILLS

- Upwork
- Fiverr
- Lead Generation
- Email Marketing
- Content Writing
- Canva

Dec-2023 - Present | Business Developer

### TANBITS Pvt. Ltd.

- Upwork Bidding (Proposal Writing)
- Upwork Profile Creation from scratch & Profile Optimization.
- Fiverr Profile Creation from Scratch along with Gigs and Profile ranking
- Meeting with Clients and Coordination with Developers Team.
- Customize Email Writing.

### BD Intern From Dec 2023 to Mar 2024

- Lead Generation from LinkedIn, SimplyHired, Hubstaff, Glassdoor, JustJoinIt, ZipRecruiter, Dice, Wellfound, WWR and WorkingNomads by using different Chrome Extensions like Apollo and others.

### Aug 2022 -Nov 2023 | Business Developer

### IKAN Engineering Services (Pvt.) Ltd.

- Engaged in searching for new clients and following up with existing ones.
- Maintained daily records and reported all inquiries.
- Documented and submitted pre-qualification based on client requirements.
- Conducted site visits and met with various clients.
- Researched and prepared new tenders and pre-qualifications for the company.

### Jan 2022 -Feb 2022 | Procurement Intern

### Midcity Housing (Pvt.) Ltd.

- Selected best vendors, met demands promptly, created procurement documents, ensured secure purchase information, and acquired high-quality, cost-effective materials.

## EXPERIENCE

### CONTACT

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