# Syed Muddasir Shah

**Email:** [maddyshah991@gmail.com](mailto:maddyshah991@gmail.com)

**Mobile No**: +91 7218712789 / 8143564443

**Career Objective:**

Seeking a career growth and challenging opportunity in an organization where I can contribute my knowledge and skills and to be part of the team where I learn.

**Organization**: **GeekTek IT Jul2019 - Present**

**Designation: Business Development Manager**

# Job Responsibilities:

# Design and implement a strategic business plan that expands company’s customer base and ensure its strong presence

# Responsible to Sale Managed IT Services, Network, Infrastructure, Data Security, Cloud Services, Access Control, Project Management and Security Planning.

# Providing **Presales** support to Sales team

# Working closely with Director of Projects, Products and procurement team

# Using Pre-sale CRM like HubSpot, ConnectWise, PandaDoc and Salesforce

# Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs using HubSpot CRM and other platforms

# Present sales, revenue and expenses reports and realistic forecasts to the management team

# Designing and implementing a strategic sales plan that expands company’s customer base and ensure its strong presence

# Coordinate department projects to meet deadlines

# Report on sales metrics and suggest improvements

# Ensure sales, finance and legal policies and procedures are met

* Engagement with the customers and interpretation of their needs and derivation of advice for prospective products that are aligned with the customers' demands
* Creating presales Documents and preparing **MSA, SOW, NDA and other Agreement**

**Organization**: **Gracious Retails Pvt Ltd Feb 2018- Apr 2019**

**Designation: US recruitment Operations Manager**

# Job Responsibilities:

* Responsible for B2C Sales Lead Generation and Presales through Personalized Email Marketing, social media and other platforms for **Technical Hiring** for our clients in US and Canada.
* Generate Lead and fix Interview and Appointment with concern departments.
* Using Emerging CRM and Other Business tracking tools like **HubSpot, Trello, IT Glue and Smartsheet**
* Following up with the clients on a regular basis.
* Responsible for end to end sales
* Targeted region was US business Personals, Handling the team of 10 people
* Was responsible for team and individual targets on daily and monthly basis

**Organization**: **Surekhas Techno Soft Pvt Ltd September 2013- January 2018**

**Designation: Business Development Executive**

# Job Responsibilities:

* Managing the complete sales process by active support for customers in product evaluation, solution proposal making and closing the deal.
* Responsible for B2B Sales Lead Generation through "Personalized Email Marketing" clients
* Lead the marketing, Branding and sales related campaigns from the company and share the relevant reports with the management on time and as-and-when required.
* Work very closely with Global Marketing team, Technical Support teams and Product Development teams and must act as a catalyst for customer satisfaction.
* Advises customers on technical matters and recommends appropriate computer configurations.
* Respond to pre-qualification questionnaire or information to tender document.
* B2B Sales professional, Experience in Software Product and Services Sales.
* Experience of pre-sales, business development, service delivery, customer relationship management, program management and operations.
* Responsible for B2B Sales Lead Generation through "Personalized Email Marketing" US clients
* Continuouslytrackingaccountsandfollowingupwiththeclientsonaregularbasis.
* Actively seek and schedule meetings and presentations with potential clients in US and contacting them to grow the business.
* Drafting proposals and business contents
* Scanning Churn leads to hot leads and sale
* Daily screening the targets and meeting the expectations
* Cold calling to all C Level Executives and Managerial

**Academic Qualification**

# BBM: Xavier Institute of Management Studies - Hyderabad 2011-2013

**Senior Secondary** from Telangana 2010

**Higher Secondary** from Telangana 2008

**Certifications**

* HubSpot - CRM
* ConnectWise - Service Desk and CRM
* March Networks

**Personal Details:**

* DOB: 24th Oct,1992
* Gender: Male
* Languages: English and Hindi.
* Address: B3 702, Blue Ridge Housing Society, Hyderabad. Telangana

**I do here by confirm that the information given in this form is true to the best of my knowledge and belief.**

Syed Muddasir.