

Name : Ashish Mehta Contact : 7984632035 Email ID : ashishmehta1478@gmail.com

PROFESSIONAL SUMMARY

- ✦ **Certified Business Development Executive with 4 + years of experience into International Sales.**
- ✦ **Demand Generation** - Identifying potential clients through **email campaigns** and **telemarketing lead generation** programs, creating a successful sales process through **online marketing/email marketing**
- ✦ **Pre-sales Activities** - Planning, creating and executing all pre-sales activities (direct mailing, sales folders, presentation materials etc.) in close coordination with the account and opportunity management teams
- ✦ **Expertise in Lead Generation, Cold Calling, Concept Selling, B2B/B2C Sales Co-ordination, International client Revenue Generation, Database creation.**
- ✦ **Contacting Potential clients via email/phone to establish rapport and set up meetings.**
- ✦ **Experience in sales, marketing and project management in IT sector.**
- ✦ Experience working on full End to End Recruitment life cycle from requirements gathering, sourcing, screening and submitting resumes, interview process, selection, signing contracts and agreement, follow up, and maintaining relationship with clients and candidates.
- ✦ Excellent written and verbal communication skills, organizational and interpersonal skills.
- ✦ Strong command over MS-Office especially in MS Excel, MS Word, MS PowerPoint.
- ✦ **Extensive experience working with bidding portals like Upwork, Guru, and freelancer.com to generate leads.**
- ✦ Highly detail-oriented with excellent multi-tasking skills and Ability to work independently and with minimum supervision.
- ✦ Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

EXPERIENCE

Date: 06/21 – 02/22

Company: Uplers Solution Pvt Ltd

Title: Business Development Executive

Description: Uplers is one of the largest, globally **recognized outsourcing agencies in the industry**, empowering businesses across the globe to build a better digital ecosystem. We are an outsourcing team that works for Ogilvy, Disney, Amazon, leading digital agencies and countless others.

Responsibilities:

- ✦ Responsible for a new model UTC (Uplers Talent connect) sale. It was to outsource Indian developers for companies all around the globe.
- ✦ Generated **leads** through **LinkedIn**, Wewokremotely, remote jobs, Upwork and many more.
- ✦ Played a key role between the client and operations team to make sure the everything's on right pace
- ✦ Responsible for making clients master agreements and candidates NDA.
- ✦ Responsible for making cadence for the team and working on it.
- ✦ Writing customized emails and LinkedIn message for every prospect.
- ✦ Created email templates for the whole team to use.
- ✦ Made 30 cold calls and sent 40 cold emails per day.
- ✦ Responsible for taking the discovery calls and explaining the clients about the process.

Date: 10/20 – 04/21

Company: Translate by Humans Pvt Ltd, Ahmedabad

Title: Business Development Manager

Description: Translate by Humans is a Language Services Provider (LSP) headquartered in London, United Kingdom offering professional, quick, accurate (yet affordable) language services in 180+ global languages. The range of services includes translation, localisation, interpretation, subtitling, voiceovers, transcription, multilingual DTP, and localisation testing, including language quality assurance (LQA).

Responsibilities:

- ✦ Developed relationships with **senior decision makers** (incl. **CEOs, CFOs, CMOs, or VPs**) within potential clients.
- ✦ **Planned, supervised, and coordinated daily activity of 3 business development executives.** ✦
Generated **leads** through **Upwork** and **LinkedIn**
- ✦ Handled **inbound inquires** of both **B2B** as well as **B2C**.
- ✦ Made **competitors data** as per the current clients of the company also send them **LinkedIn connection** and **emails**.
- ✦ Played a key role between the client and operations team to make sure the project was completed before the deadline.
- ✦ Responsible for making Invoice and coordinating with the fiancé team to check on the client's payment.
- ✦ Made an average of 30 calls per day.
- ✦ Send an average of 50+ emails to the past clients as a part of email campaign.
- ✦ Acted as a helping hand to the HR to find the perfect candidate for the company on LinkedIn

Date: 01/19 – 10/20

Company: TechVida Labs Pvt Ltd., Ahmedabad

Title: Business Development Executive - Corporate Hiring

Description: TechVida Labs is an IT Service Provider company based in UK and India providing web, mobile, product and gaming solutions to clients. We take pride in delivering high quality projects while maintaining constant communication and adhering to tight deadlines, hired and managed hundreds of IT professionals.

Responsibilities:

- ✦ My core Job was to bring the New Business and Manage the account.
- ✦ Managed accounts of the clients and made sure of timely payment on finishing of each milestone.
- ✦ Selling **company's product** to **International Government Clients**.
- ✦ **Sales lead generation** through **LinkedIn, Telemarketing, Email Marketing**.
- ✦ Creating and maintaining a list/database of prospect clients; maintaining a database (Salesforce, CRM, Excel, etc.) of prospective client information.
- ✦ **Facilitated the entire sales process, cold calling, lead generation, closing sales.**
- ✦ Communicating with International Prospects as a Consultant for their Requirement Analysis.
- ✦ **Responsible for selling Offshore Developers, Digital Marketing solutions, Web Design & Development, Mobile App development, Blockchain, CRM all over the world.**
- ✦ **Trained freshers about sales and recruitment process.**
- ✦ Inter and intra communication between the client and developers.
- ✦ Recruited developers as per project requirement and need of client.
- ✦ Secondary responsibility was doing bulk offshore hiring and Lateral hiring.
- ✦ Created comprehensive job description based on specific requirements to be used to present to candidates and to post to job boards (Naukri, Monster, Times job)

- ✦ Involved in full Recruitment cycle involving screening of candidates, scheduling interviews with respective clients and reference checks.
- ✦ Served as a focal point of contact with reference to offshore hiring.
- ✦ Strong hold on candidate engagement via text, email, or face to face.

Date: 10/17 – 11/18

Company: Kyra Solutions (Formally known as Kyra InfoTech) Pvt. Ltd. Ahmedabad

Title: Talent Acquisition Specialist

Description: Founded in 1997, Kyra Solutions has emerged as one of the leading information technology service providers to the State of Florida. Headquartered in Lakeland, with offices in Tallahassee, Boca Raton and Orlando, our award-winning firm has successfully completed, on-time and within-budget, numerous projects and employed and managed hundreds of IT professionals.

Responsibilities:

- ✦ As a Talent Acquisition Specialist involved in recruiting process that includes determination of job openings, successful reviewing of the job descriptions in order to understand the needs of the hiring managers, sourcing & screening of the potential candidates.
- ✦ Hands on experience sourcing candidates through job boards such as Career Builder, Monster, Dice, Google, LinkedIn and Indeed.
- ✦ Pre-screened candidates with detailed phone screens, evaluating candidates' compatibility with specific job requirements, ensuring a right fit prior to submission to client or vendors.
- ✦ Follow up and keep candidates in the loop.
- ✦ Documented and maintained updated candidate contacts.

Company: Capita World Pvt. Ltd., Ahmedabad

Date: 06/17 – 09/17

Title: Business Development Executive

Description: SuiteWorld is a unique fund raising platform, which is created as a one stop solution for the financial requirements of not only Fund Seekers (Individual/ Businessman), but also for Fund Providers (Banks/ NBFCs/ Other High Net Worth Individuals and Groups) and Service Providers (CA/ CFA/ CFP/ Investment Bankers and other finance professionals)

Responsibilities:

- ✦ The priority is to assist the companies acquire new customers and sell additional products or services to existing ones.
- ✦ Follow up and keep costumers in the loop.
- ✦ Co-ordinated between the customers and bank officers for all paper work that is to be done.
- ✦ Updated the customer about the current status of their loan.

ACADEMIC QUALIFICATIONS:

- ✦ Bachelor of Engineering, Mechanical Engineering, 2017, Ganpat University, INDIA

CERTIFICATION:

PROJECT:

- ✦ Team member of SHATASHVA, A SAE INDIA UVPCE COLLEGIATE CLUB.
- ✦ Participant and winner of SAE eBAJA series, an event for undergraduate engineering students organized globally by the society of automotive engineering.
- ✦ Development of front steering system with movable headlights.

STRENGTHS AND SKILLS

- ✦ Excellent Communication skills both verbal and written.
- ✦ Self -Motivated, Strong Leadership/ Management skills (limited experience).
- ✦ Quick learner and good team player
- ✦ Analytical innovative mind-set with good decision-making ability
- ✦ Enthusiastic, hardworking, and eager to take up new challenges and responsibilities.

SOCIAL INTERACTION:

- ✦ Leadership in Yuva Unstoppable (NGO), Swachh Bharat Abhiyan
- ✦ Pivotal role in Swachh Bharat Campaign, convergence-2015 (GNU)

DECLARATION

I hereby declare that above written particulars are true to the best of my knowledge and belief.

Place: Ahmedabad

Ashish Mehta