

ADARSH RAJ

BUSINESS DEVELOPMENT

MANAGER / ASSISTANT TEAM

LEADER

WORK EXPERIENCE

MATRIX EXPORTS

2022

HR INTERN / BDE

- Conducted market research to identify potential clients and international trade opportunities.
- Assisted in preparing business proposals, presentations, and client communication for export services.
- Supported the sales team in lead generation, follow-ups, and maintaining client databases.
- Maintained HR records, updated employee databases, and supported payroll processes.

CEASEFIRE INDUSTRIES

2024-2025

CEASEFIRE MANAGEMENT TRAINEE

- Contribute to cross-functional projects and initiatives aimed at improving efficiency and performance.
- Prepare and deliver presentations to senior management on findings, insights, and strategic proposals.
- Provide mentorship to new or junior trainees and share professional insights from previous roles.
- Demonstrate leadership potential by taking initiative, solving problems, and proposing innovative solutions.

CEASEFIRE INDUSTRIES

2025

BUSINESS DEVELOPMENT MANAGER

- Build and maintain strong relationships with clients, stakeholders, and partners to ensure long-term engagement and retention.
 - Develop and execute sales strategies, pitch proposals, and negotiations that align with company goals.
 - Conduct market research and competitor analysis to stay ahead of industry trends and position the company competitively.
 - Collaborate with marketing, operations, and product teams to tailor offerings and solutions to client needs.
 - Mentor and support junior business development staff as needed.
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EDUCATION

CENTER FOR

MANAGEMENT

STUDIES

2021 - 2024

Bachelors In Business Administration Hr/Sales And Marketing

Completed a comprehensive BBA program with dual specialization in Human Resources and Sales & Marketing, providing a strong foundation in business principles, people management, customer behavior, and strategic market planning.

- Recruitment & Selection
 - Organizational Behavior
 - Training & Development
 - Performance Management
 - HR Policies & Labor Laws
 - Marketing Management
 - Sales Techniques & Strategy
 - Consumer Behavior
 - Branding & Market Research
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SKILLS

Management Skills

Strategic Thinking

Digital Marketing

Leadership Skills

Negotiation

Decision Making

LANGUAGE

English

Hindi

INFORMATION

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