

DURGA RASAILI

B U S I N E S S D E V E L O P M E N T E X E C U T I V E



☎ 8433802580

✉ durgarasaili150499@gmail.com

📍 Mumbai, India

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Active Listening
- MS Office
- Multitasking Abilities
- Data Entry
- Dependable and Responsible
- Scheduling
- Communications
- Organised
- Team Work
- Goal Oriented

EXPERIENCE

BUSINESS DEVELOPMENT EXECUTIVE

Obero IBC - India Pvt. Ltd.

May 2022 - Present

- Collaborated with teammates to develop advertising collateral and sales presentations.
- Penetrated targeted accounts to generate sales from within client base.
- Created reports and targeted lists to present to upper management.
- Reviewed client concerns and recommended appropriate changes to supervisors.
- Communicated with local organizations to build networks and develop leads.
- Engaged with customers to build business relationships.
- Maintained client information and accounts in company databases.
- Recorded accurate and efficient records in customer database.
- Exceptional computer skills
- Generated advertising brochure for vendor use.
- Maintained current knowledge of evolving changes in marketplace.
- Kept detailed records of daily activities through online customer database.

EDUCATION

SECONDARY SCHOOL

Smt.Bafna Junior College of Arts & Commerce

2014 - 2016

BACHELOR OF COMMERCE

Smt.Kamla Mehta V.W.A College of Commerce Mumbai

2016 - 2021

HR. RECRUITER

Technosys Database Pvt. Ltd.

March 2022 - May 2022

- Maintained filing system of current, prospective and future positions.
- Verified applicant references and employment details.
- Studied job descriptions and qualifications to determine applicant requirements.
- Handling 1st round Interview

LANGUAGES

- English

Full Professional Proficiency

- Hindi

Full Professional Proficiency

- Nepali

Full Professional Proficiency