



Alumnus Services Pvt. Ltd.



Level II, Prestige Trade Towers, 4G  
Palace Road,  
Bangalore-560001

## JOB DESCRIPTION FOR BDA

Date: 16-Dec-2022

### **About Company:**

Forge Alumnus Services Pvt. Ltd is an Industry Institute Interaction Platform Promoting Career Discovery & Professional Networking thru Mentoring Led Opportunities with its corporate office in Bangalore and a regional center in Hyderabad.

### **Offer Details:**

**Position:** Business Development Associate Trainee (Outbound sales)

**Job Role:** Internship (3 months) /Full time

**Location:** Hyderabad

### **Qualification required:**

Degree: Any Degree

Work Experience: Fresher.

### **Roles and Responsibilities:**

- The successful candidate will be a proactive self-starter with creative and innovative thinking.
- Develop new sales strategies and use various sales methods (Field sales, cold calling, presentations, etc.)
- Identify business prospects in India
- Generate own sales leads through pure outbound efforts & cold calling.
- Ensure maximum conversion rates through pure outbound sales efforts.
- Build, maintain and forecast a healthy sales pipeline to achieve your monthly business goals.
- Should be responsible to understand all client requirements over the phone/email and propose consultative solutions using Alumnus product.
- Achieving the sales target consistently for the company's fast growth and your position.
- Generous Follow up process must be followed according to the previous instructions by the client
- Reports and feedback should be informed to management timely/ when asked
- Should have the ability to cross-sell and up-sell clients as and when required.
- Understanding the requirements of the clients & positioning an appropriate solution.
- Build long-term relationships with new and existing customers.
- Should have knowledge of email marketing and follow-up with the client's response.
- Candidate must be well conversant with MS Office (Excel, Word, PowerPoint)
- Achieving the sales target / exceeding the target.
- Additional knowledge of Digital marketing, social media, Branding, and marketing will be an added advantage.
- Should have the ability to negotiate with clients who are using competition and handle objections with ease.



+91 8374794808



info@forgealumnus.com



www.forgealumnus.com



Level II, Prestige Trade Towers, 4G  
Palace Road,  
Bangalore-560001

#### Qualifications:

- Must have knowledge of sales experience in SaaS. Experience in the Education industry would be an advantage.
- Proven experience in working and performing in an outbound sales setting.
- Should know how to use sales tools.
- Must have highly effective communication, creative presentation, organization, coordination, and business generation skills to draw attention to the company's benefits.
- Should have the ability to present and share insights with the senior management.
- Highly self-motivated and result-oriented personality.
- Proven ability to multitask and manage multiple projects at a time while paying strict attention to detail.
- Excellent communication, Oral, writing skills and convincing skills. A good storyteller will be an added advantage.
- Hardworking with a strong work ethic.
- Strong interpersonal skills and an ability to build rapport with customers.
- Candidate must be well conversant with MS Office (Excel, Word, PowerPoint)
- Additional knowledge of Digital marketing, like social media, search engine marketing (PPC), or email marketing will be an added advantage.
- Good negotiation and problem-solving.

#### Perks

Traveling expenses.

Free beverages in the office.

**Stipend during Internship - 5000/- per month+ Incentives**

**Package for full-time - 1.8LPA -3LPA + Incentives**

#### Regards,

Talent Acquisition Team  
Forge Alumnus Services Pvt. Ltd  
Level 6, N Heights,  
Siddiq Nagar, Hitech City,  
Hyderabad-81



+91 8374794808



info@forgealumnus.com



www.forgealumnus.com