Vinita V Bedre

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# Summary

High - Integrated, Energetic and Success - Driven in Sales & Business Development bringing forth valuable industry experience and a passion for management. Results oriented with a proven track record of improving the market position of the company. Delivering successful results for business engagements across industry segments such as Human Resources, Infrastructure & Realty, Manufacturing, Banking, Research & Analytics. Extensive experience of 12 years in Business Development & Client Relationship, Financial Accounting and Reporting as below:

* Organize & Implement Company’s Financial Audit & Tax compliance activities.
* Administer and compute multi-vendor invoices, tracking financial payables, maintaining customer billing database & generating periodic MIS reports annually.
* Proficient in General Accounting & Financial / CRM software operations.
* Expertise in Customer Relationship Management, Query handling & business / sales leads generation.
* Helped Sales Representatives grow their territory sales by 20% YoY.
* Boosted the company's revenue by 30%.
* Developed and executed effective business development strategies to generate leads and closed deals by implementing growth strategies.

**Business Development Manager** November 2020 - Present.

Assent Global 2 years 8 months

* Managed & Implemented Business Development efforts with Request for Proposal, Contract Negotiation, Recruiting and Sourcing contracts and staff augmentation services to various utilities.
* Documented and tracked all opportunities in salesforce.com leveraging the dashboard tools, chatter, opportunities, Account planning actions and activities.
* Managed a Team of 25, Conducted presentations by establishing tasks, timelines, and sales targets that were exceeded by all team members.
* Lead, Motivated and Performance - managed sales teams to inspire the maximization of sales opportunities.
* Industrialized the sales process to sell services and to strengthen revenue generating partnerships.
* Advance the reputation of the new services to achieve rapid growth in a competitive market and to maximize sales to suppliers.
* Attended Client meetings to showcase business solutions to customers to network and nurture relationships to promote sales.
* Maintained spreadsheets with BI Tools to track all revenue potential, revenue delivered and other forecasting operations.
* Identified customer requirements to deliver tailored and bespoke solutions, negotiations with directors.
* Developed links between essential contacts and bulking profiles of organizational hierarchies.
* Conducted detailed market analysis studies to work with three large customers to identify additional markets to expand the business.
* Closely worked with the Operations and Service Delivery Team.
* Adept in analytical Thinking, Strategic Planning, Leadership and building strong relationships with business partners.

**Associate Business Development Manager** April 2019 - October 2020

Assent Global 1 year 6 months

* + Hiring Experts for delivering trending webinars for various sub-verticals in Human Resources, Healthcare, Legal, Accounting & BFSI,
  + An adept client relationship Manager with heavy emphasis on consultative sales methods to identify and address customer needs with strong belief in team success.
  + Maintained membership records through the database, updates member records, compiles and prepares reports and presentations including research as needed.
  + Assisted in the development and enhancement of member benefits while monitoring and managing current member services develop, implement and manage strategic member recruitment and Retention plan.
  + Hosting & moderating business Webinars for US and Canada Industry professionals.
  + Ensuring sales conversion through cold calling, email campaigns & business networking.
  + Assisted for back-end registrations.
  + Query-management pertaining to webinar session transcripts.
  + Preserve recorded sessions & share with invitees / attendees post webinar completion.
  + Develop Host / Speaker network per client requirement & suitability.
  + Maintain accurate documentation of all webinar transmissions in the CRM database.
  + Timely outsourcing of industry-wide recognized speakers per customer demand & achieve sales targets.
  + Prepared appropriately documented sales reports for all weekly sales activity market and competitor information, business and market trends.

**Pre- Sales Executive** Feb 2018 - Sep 2018

Ozone Group 0.7 years

* + Co-ordinate & follow-up among Sales Team & Clients for business development.
  + Proficient in recording sales data & customizing property dimensions per order/service parameters.
  + Liaising with clients to fulfill legal documentation including loan verification and property registration.
  + Managed commercial properties, negotiated and drafted lease, collected rent.
  + Coordinated maintenance and repairs.

**Accounts & Admin Assistant** Feb 2015 - Aug 2017

Sai Prakash Marketing 2 years 6 months

* + Perform Accounts Receivables.
  + Prepare Bank Reconciliation Statements & maintain General Accounts by recording daily journal & ledger transactions.
  + Verify & disburse employee payables, compute month-wise vendor invoices for outstanding receivables.
  + Analyze expense trends for cost-optimization & meet CAPEX targets.

**Accounts Payable Executive** May 2012 - Sep 2014

SAB Miller India 2 years 5 months

* + Responsible for transporter invoice generation in Syspro (Financial Accounting Software), record transport vendor & customer billing information.
  + Follow up with the respective brewery manager for receivables, perform multiple reconciliations to ensure accurate MIS operations.

**Audit Associate** Aug 2006 - Mar 2009

P. Lakshmana Rao & Company 3 years 1 month

* + Deputed as an Audit Assistant responsible for Tax audits, Company audits, Internal Concurrent, Income leakage & Branch audits of various Co-operative & Government banking Institutions.

# Education



| **Bangalore University - Seshadripuram Institute of Management Studes**  Master’s in Business Administration – **Human Resource & Finance.** | 2009 - 2012 |
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| **Gulbarga University - Synergy Institute of Management**  Bachelor of Business Management – **Marketing.** | 2006 - 2009 |
| **St Aloysius Pre-University College**  Higher Secondary - **Physics, Chemistry, Mathematics.** | 2004 - 2006 |
| **St Mary’s Convent High School**  Primary Class X Core Competencies  * Client Relationships. * Strategic Planning & Implementation. * Business Development. * Process Improvement. * Sales Management. * Trend Analysis. * Budget Management.   **Skills**   * Strong Communication ( Written & Verbal). * Negotiations. * Creative and Problem Solving. * Data Analysis and Interpretation. * Critical Thinking. * Management & Leadership. * Rapport Building. * Time Management. | 2003 - 2004 |
| **Technical Skills**  • Microsoft Office • Financial Accounting • SAP FI • FOREX valuation • Tally ERP.  • Asset & Inventory Management.  **Currently Pursuing BSC Computer Science from Sikkim Manipal University and also studying cloud fundamentals - Microsoft Azure.**  **Languages Known**  Proficient in English, French, Hindi, Marathi, Kannada & Telugu.  **Hobbies**  Reading Books, Gardening, Cooking & Travelling.  **PERMANENT ADDRESS:**  **Ms Vinita V Bedre**  **# 103, Silver Cloud Apartments,**  **Royal Enclave Phase II,**  **Manyata Tech park back gate.**  **Srirampura, Bangalore - 560 064.**  **Contact : +91 9353410855** |  |