



Sejal Kothari

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Professional Summary:

Experienced **Business Development** with over **1.2** Year of experience in **IT industry**. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits.

Work History:

EncureIT (Oct 2017 – Nov 2018)

Business Development.

SunGard AS (Mar 2017-July 2017)
(Intern)

Personality Traits:

- Ability to make people understand and convince them.
- Ability to produce the best result in pressure situations.
- Ability to work in team as well as individual.

Technology & Skills:

- MS Office
- HTML & CSS
- Diagramming tools – MS Visio

Key responsibilities Handled:

- To perform Data Mining and pursue new business leads for the growth of the business.
- Making multiple outbound calls to potential clients; closing sales and working with client through closing process.
- To Understand client needs and offer solutions and support; to answer potential client questions and follow-up call questions; respond to client requests for proposals (RFPs).
- To build business relationships with current and potential clients
- To make cold calls for new business leads
- Maintain knowledge of all product and service offerings of the company

- To work with the team in developing pitch presentations for new business development.
- To preparing excellent documentation on business requirements.
- Handling various activities of the project like information gathering, analyzing the information gathered, documenting the functional or business requirements.
- Certification program in Business Analyst from Institute of Business Analyst Training (iBAT)

Extra-Curricular Activities:

- Anchored technical competitions in our college event (melange 2013)
- Awarded as a Best Speaker and a host for events Conducted at SunGard AS
- Stood winner of the district level basketball tournament.
- Stood first in Dart competition held in Dastur School

Education:

- 1) V.I.T-Vishwakarma Institute of Technology, Pune.
BTech, Degree in Electronics, (2015) - 60%
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- 2) Akutai Kalyani Girl's Jr.clg (Rayat Shiksha Sanstha)
HSC (2011) – 70.18%
- 3) Sardar Dastur High School
SSC (2009)- 76.15%

Certification: