

## Business Development Executive

Motivated Business Development Executive with strong worth ethics and ability to work independently and in a team. Seeking a BDE role in an environment where I can utilize my experience and my knowledge to add value to an organization.

# Ankita Arya

### Phone:

+91 7906366536

### E-Mail:

[ankita.arya.ar@gmail.com](mailto:ankita.arya.ar@gmail.com)

### Linkedin:

<https://www.linkedin.com/in/ankitaarya-a39951166>

## Skill Highlights

- Emotional
- Problem Solving
- Communication
- Teamwork
- Critical Observation
- Critical Resolution
- Adaptability

## Languages

- Hindi
- English

## Education

- 2020- **MBA** in Marketing/HR from Graphic Era Hill University, Bhimtal
- 2018- **B.com** from Graphic Era Hill University, Bhimtal
- 2015- **Intermediate** from Kendriya Vidyalaya School, Bhimtal
- 2013- **High School** from Kendriya Vidyalaya School, Bhimtal

## Experience

01/2021 to Present.

### Business Development Executive - Wroffy Technologies Pvt Ltd, Gurgaon

- Working as **Licensing Specialist, Value sales, account managing** for **SMB Business** of PAN INDIA.
- **Generating leads, creating opportunity, pipeline targets, closure targets** and managing the sales cycle in coordination with Team. Knowledge of various **Microsoft Products** and their **Licensing**.
- Knowledge Of various products like **Microsoft Products, Adobe Products, Auto Desk Product, Corel Draw Products** and various IT Products like **firewall**.

## Internship

08/2020 to 10/2020

### **Maruti Suzuki (Nexa), Haldwani**

- Worked as a **customer relationship management (CRM) intern**.
- Responsibility included working with and **maintaining relationship with customers** handled by the dealership.
- Keeping **customers updated** on **key products** and latest launches to help increase sale.

## Certifications

- **Microsoft Excel:** - Excel for beginner to advance from Udemy

## Technical Skills

- Proficiency in **MS Word, PowerPoint, Outlook** and **Excel** (Including **spreadsheet software** such as **google doc**)