

Jyotin B. Pandya
Business Development Manager

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Career Objective: Goal is to work with a reputed organization, with challenging opportunities that contribute to the outstanding success of the organization, with ability to utilize skills and education.

Career Summary: Expert business strategist with a sound understanding of organizational development and sales. Skilled communicator with over 7 years of experience providing companies with successful solutions to building organizational success.

Work Experience

Business Development Manager
Shaligram Infotech – Ahmedabad

15th June 2020 - Present

Roles & Responsibilities:

As a Business Development Manager my key role is to manage team, setting their goals, strategic partnerships. I am responsible for identifying and closing new enterprise accounts while managing the existing accounts.

Overall:

- Prepares the annual Business Development team plan, as well as prepares the quarterly & annual work plan.
- Define and follow up of yearly target and objectives.
- Develop and implement strategies for new product and services.
- Determine new opportunities by analyzing business needs.

Business Development & Marketing:

- Responsible for identifying prospective new business opportunities to support growth and new revenue for the team & organization.
- Requirement gathering, understanding and discussion with team to furnish and define the requirements.
- Engage directly with clients to solidify, grow and expand company's business.
- Strategic Account Management which includes conducting client presentation, estimation efforts, proposals, negotiations.
- Working on the various bidding portals to create new business opportunities.
- Work closely with the solution leader to build customized solution pitches and Software Reference Document (SRD) for the target account/client.
- Responsible for promoting services through various channels like Email marketing, Social Media Marketing (Facebook, Twitter, LinkedIn).
- Tracking market trends thereby generating & analyzing reports and enhancing technology stack campaigns.
- Maintaining dynamic knowledge base of technical solutions to ensure that the product is up

to date as per market trend and client requirement.

- Creating, managing and updating Business Requirement Document (BRD) for new and existing clients.
 - Scope Management, project Planning, and Schedule Development.
 - Generating leads via bidding portals like upwork, peopleperhour, & Social networking portals.
 - Finding emails, Mass emailing, networking, references, Web research.
 - Sales follows up & closing the leads.
 - Interaction with client to get the project requirement/changes request and discuss various issues.
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Sr. Business Development Executive
Tailored Solutions Pvt. Ltd – Ahmedabad

20th August 2018 – 14th June 2020

Roles & Responsibilities:

Identifying, qualifying, and securing business opportunities, coordinating business generation activities, developing customized targeted sales strategies.

Business Development & Marketing:

- Requirement gathering, understanding and discussion with team to furnish and defined the requirements.
 - Generating leads via bidding portals like upwork, peopleperhour, & Social networking portals.
 - Finding emails, Mass emailing, networking, references, Web research.
 - Sales follows up & closing the leads.
 - Interaction with client to get the project requirement/changes request and discuss various issues.
 - Worked on strategic partnership alliance across around the world with creating new business partners.
 - Creating detailed proposal, service agreements.
 - Market analysis & research.
 - Generating Company revenue & Manage cash flow.
 - Scope management, project planning, schedule development, oral and written.
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Business Development Executive
Codefactory Infotech – Ahmedabad

1st June 2014 - 15th August 2018

Roles & Responsibilities:

Identify and develop business opportunities for the company's creative solutions in industrial and product designs as well as the company's creativity services.

Business Development & Marketing:

- Generating leads via bidding portals like upwork, peopleperhour, & Social networking portals, email marketing.
- Worked on strategic partnership alliance across around the world with creating new business partners.
- Market analysis & research.

Academia

| Qualifications | Year of Passing | Institute | Percentage |
|------------------|-----------------|-----------------------|------------|
| M.C.A. | Feb - 2015 | GTU | 7.86 CGPA |
| B.C.A. | 2010 | Saurashtra University | 57% |
| 12 th | 2007 | GSEB | 59% |
| 10 th | 2005 | GSEB | 55% |

Key Skills

- ✓ Self confidence
- ✓ Firm Determination power
- ✓ Positive attitude
- ✓ Email marketing
- ✓ Quick decision-making power
- ✓ Strong written (report-writing) and verbal communication skills
- ✓ Teamwork
- ✓ Leadership

Personal Dossier

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|----------------------------|--|
| ✓ Date of Birth | 15 th May, 1990 |
| ✓ Language | Proficient in English, Gujarati & Hindi (Read, write & speak) |
| ✓ Marital Status | Single |
| ✓ Permanent Address | "Ambica" 2, Tapu Bhavan plot, B/H PDM College, Gondal Road, Rajkot – 360004 (Gujarat) (India) |
| ✓ Current Address | 42, Avinashi Apartment, Lad Society Road, Nehru Park, Near Mansi Circle, Ahmedabad (Gujarat) (India) |

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