

## **AMRITA TIWARY**

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**Summary of Skills:** A Self-driven energetic, focused and result oriented professional having expertise in the area of Business Development, Client Building, Team Management, Sales.

### **❖ Core Strengths**

#### **◆ Business Development:**

1. Account Management, developing business from existing clients.
2. Engaging and driving business results with companies in Manufacturing, FMCG, Construction, Oil & Gas & Energy, Infrastructure, Automobile/Auto Ancillary, Project Management Companies, Retail, etc.
3. Hunting for new business, build relationships and revival of dormant and inactive clients.
4. Coordinating with the internal teams for delivery to be executed in specified time; payments follow-up; and managing the projections.
5. Orchestrate and carry-out training activities for internal employees
6. Handles Inductions/Orientation programs

#### **◆ Recruitment:**

1. Taking care of end to end recruitment activities as a consultant
2. Understanding the job description
3. Sourcing profiles from portals, Head hunting, mapping the candidates.
4. Screening, validating and evaluating the skills of the candidates.
5. Works on senior positions like Sr. Manager, VP, HOD, CXO levels, technical and support functions.
6. Scheduling interviews, negotiating with the candidate on various issues like, salary package, on date of joining and notice period etc., follow up till the time candidate joins the company.
7. Doing a reference check on behalf of the client.

#### **◆ Assessment:**

1. Certified on Thomas Tools and Products.
2. Solutions from Assessments in recruiting and retaining the talent
3. Always showing client the benefits of the solutions and products being offered.
4. Managing end to end accountability of client.
5. Training team on the products
6. Working closely with the sales team and working towards the closure of the deal.

## ❖ Work Experience

- ♦ **Organization** : **“Thomas Assessments Pvt Ltd”**
- ♦ **Designation** : Senior Consultant - Business Development Manager
- ♦ **Period** : January 2015 to October 2015.
- ♦ **Achievement** :
1. Key Account Management, retaining and developing further business opportunities from them.
  2. Maintaining and developing a profitable relationship by generating regular business from existing client.
  3. Reviving old and lost clients.
  4. Single Point of Contact for Major Key Accounts
  5. Timely collection of payments through regular follow-up
  6. Coordinating between the internal delivery team and the client at the time of execution
  7. New Clients acquired and generating continuous business – 9 with almost 30-40 existing clients spread across Karnataka.

- ♦ **Organization** : **“A&B Associates”**
- ♦ **Designation** : Resource Manager & Business Development Manager – South
- ♦ **Period** : June 2013 to December 2014.
- ♦ **Achievement** :
1. Enterprise account manager – Non-IT & IT. Retaining and generating revenue from the key accounts.
  2. New Clients – Permanent Staffing Services – 31 agreements
  3. Temporary/Outsourcing Staffing – 14 agreements done in a span of 8 Months
  4. Closed positions like – Head Sales, Sr. Architect Interior, Sr. Signaling & Train Control Engineer, Structural Engineer, and Design Coordinators, COO Water, Precast Engineers, and many more. Closed Expat positions too.
  5. Requirements brought in from existing and new clients – 187 nos. of different levels (junior to CXO) (IT & Non-IT).

- ♦ **Organization** : **“AVON India Pvt. Ltd.”**
- ♦ **Designation** : Business Development & Sales Manager
- ♦ **Period** : August 2010 – June 2013.
- ♦ **Job Profile** :
- ♦ Build customer and client base for the organization in the Eastern Region covering Jharkhand, West Bengal, Orissa and Bihar
  - ♦ Delivered sales performance to feature in the Top-Performing sales manager for the Eastern region.
  - ♦ Inducted and managed a team of 57 consultants across India to achieve sales objectives.

- ◆ Conducted training for the team as and when a new product was launched. Regular training drives more and more sales.

- ◆ **Organization** : **“Munich Reinsurance Co.”**
- ◆ **Designation** : Business Development & Administrative Assistant
- ◆ **Period** : July 2007 – April 2009.
- ◆ **Job Profile** :
  - ◆ Managed various management dashboards that included business and client information.
  - ◆ Drive the complete end-to-end process from sourcing & screening the candidates, to scheduling their interviews and till their successful recruitment.
  - ◆ Rendered support to sales by performing back-end operations for sales and business development teams.
  - ◆ Handled and managed sensitive sales & marketing information & reports, foreign delegates and financial transactions.
  - ◆ One-Point contact for the senior management for their administrative and logistical needs.
  - ◆ Interfaced with vendors and vendor-management

- ◆ **Organization** : **“HSBC EDPI Pvt. Ltd.”**
- ◆ **Designation** : Executive Assistant
- ◆ **Period** : March 2006 – July 2007.
- ◆ **Job Profile** :
  - ◆ Performed the responsibilities needed in Office Administration & its facilities.
  - ◆ Managed business-communication on behalf of Analytics division with internal & external.
  - ◆ Operational interface with Human Resources department for the needs of the division.

- ◆ **Organization** : **“OSI Systems Pvt. Ltd.”**
- ◆ **Designation** : Associate – Technical Support
- ◆ **Period** : August 2005 – January 2006.
- ◆ **Job Profile** :
  - ◆ As a part of their Global IT Support team, field engineers in the USA and UK were to be supported with customer details and manage their response time to maintenance queries from customers.

- ◆ **Organization** : **“AVON India Pvt. Ltd.”**
- ◆ **Designation** : Independent Sales Manager
- ◆ **Period** : January 2003 – February 2005.
- ◆ **Job Profile** :

- ◆ Delivered sales performance to feature in the Top-Performing sales manager for the Eastern region. Inducted and managed a team of 40 resellers to achieve sales objectives.

❖ **Academic Qualification:**

Bachelor of Business Administration (B.B.A) from Smt. J.D. Birla Institute Jadavpur University, Kolkata (2005). **Specialization in Financial Management**

Sr. No	Level	Board / University	Year	% Score	Division
1	B.B.A.	Jadavpur University	2005	65	First Class
2	Class 12	Delhi Board – ISC	2002	74	First Class
3	Class 10	Delhi Board – ICSE	1999	65	First Class

❖ **Additional Qualification:**

5-Year Diploma in Fine Arts (2001) with distinction.

❖ **Extra – Curricular Activities:**

Represented the state of Jharkhand in 8th Federation Tennis Ball Cricket Tournament in Mumbai in the year 2000.

Completed the Gold Level in Adventure ground from Duke of Edinburgh, Kolkata.

❖ **Personal Details**

**Date of Birth** : 4<sup>th</sup> April, 1983  
**Languages Known** : English, Hindi, Bengali, and Punjabi  
**Hobbies** : Travelling, listening music.  
**References** : Will be provided on requests.

**Date:**

**(Amrita Tiwary)**