**Divya Sharma**

**Business Development Executive/ Key account Manager (3+ years)**

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**CAREER OBJECTIVE**

To seek a challenging environment and serve my organization in best possible way, with complete determination and enhance my working capabilities and professional skills.

# PROFILE

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# Business Development Executive/ Key account manager

* Market Research
* Requirement gathering
* Client handling, interaction & meetings
* Account management
* Conflict resolution
* Revenue Generation
* Post sales services

**WORK EXPERIENCE**

# SPARX IT SOLUTIONS PVT LTD. (Noida): Working as Business Development Executive from August2016-Present

* Expand the relationships with existing customers by continuously proposing solutions that meet their objectives and bringing in new clients.
* Closed and Handling business Clients like Am plus Solar, Delhi Duty Free, HCL, etc.
* Resolving key client issues and complaints.
* Anticipating key account changes and improvements.
* Negotiating contracts with client and establishing timeline of performance
* Working with creative, marketing, and team members from other departments to ensure the quality product and all client needs met.
* Preparing detailed document understanding the requirements of the client encompassing all the stages/services that would go in the project followed by a thorough Budgeting.
* Responsible for creating a network of professional contacts that consistently resulted in solid referrals.
* Negotiated prices, terms of sales and services of agreements.
* Support the planning, delivery, and control of projects based on the objectives and scope

**IT SKILLS**

* MS Word, Excel, PowerPoint.
* Agile Methodology/Scrum Master
* Project Management tools (Basecamp, JIRA, Trello)
* CRM Tools

**SKILLS**

## Highly adaptable to any environment.

## Good analytical and communication skills (both verbal and written)

## Good listener and leadership qualities

## Has well-spoken attitude and inspire people in the organization

## Influence and negotiation skills.

## Enjoys sharing knowledge and encouraging the development of others

## Ability to think through and solve problems methodically.

**EDUCATION**

* Moradabad Institute of Technology, Moradabad: B-Tech in Computer Science(2011-2015)
* Sahu Ramesh Kumar Girls Inter College, Moradabad: Intermediate, UP-Board (2011)
* Methodist Girls Inter College, Moradabad: High School, UP-Board (2009)