

# Nikita Agrawal

## Business Development Executive

Seeking a full-time position to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member.

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## EDUCATION

### B.Tech Information Technology

L.J Institute of Engineering and Technology

08/2015 - 05/2019

Ahmedabad, Gujarat, India

## WORK EXPERIENCE

### Business Development Executive- L2 Techforce Infotech Pvt Ltd.

08/2019 - Present

Ahmedabad, Gujarat, India

#### Achievements/Tasks

- Responsible for selling IT services and building IT partners across the globe.
- Researching the market and organizational needs, maintaining client relationships, negotiating, and bringing continuous business from the existing clients.
- Generating leads (LinkedIn, cold calling), Bidding on portals (UpWork, People Per Hour), Enhancing the profiles (Crewscale), and others.
- Scheduling client meetings and giving presentations by forming various strategies.
- Preparing marketing materials, checking the online presence of the organization, running email campaigns to manage/ increase the company's reputation.
- Creating proposals and NDAs.
- Gathering client requirements and communicating with the technical team to guide them with their needs.
- Using CRM to manage sales effectively by tracking the prospects, progress in the sales cycle, emails, calls, finance, and others.
- Participating in various learning sessions like Negotiation Skills, Digital Marketing, Brief of WordPress, How to handle any obstacles while meeting with the prospects and others.
- Guiding the team in order to develop their skills and meet the company's target.

### Business Development Executive Addweb Solution

12/2018 - 07/2019

Ahmedabad, Gujarat, India

#### Achievements/Tasks

- Responsible for researching market condition and competitors movement.
- Bidding on various portals such as UpWork, Freelancer, Freelancemap, Guru, Remote, Witmart, Outsource, Outsourcely.
- Researching organisations and individuals online (especially on social media) to identify new leads and potential new markets.
- Managed the communication with clients by negotiating and maintaining relationship with them.
- Researching the needs of other companies and learning who makes decisions about purchasing.
- Training personnel and helping team members develop their skills.

## SUMMARY OF QUALIFICATIONS

Experienced Client Coordinator, responsible for providing services in International market.

Skilled in online bidding, cold calling, relationship building & lead generation.

Experienced in negotiation, building proposals and marketing materials.

Skillful knowledge of WordPress, Java, PHP, HTML, Digital Marketing, Laravel, Shopify and others.

Excellent organizational, interpersonal, communication skills and willingness to learn and adapt new skills.

Technically Inclined, detail oriented, persuasive & positive when faced with obstacle.

## PROJECTS/ COMPETITION

### Android Application- Vehicle Service Booking (12/2018 - 04/2019)

- Developed a mobile app using Android, GitHub, PHP, Javascript, HTML, Bootstrap, CSS, MySQL.
- Integrated a payment gateway where user can pay online.

### Vehicle Service Portal (09/2017 - 12/2017)

- Developed an online vehicle service booking Portal using HTML, CSS, Java, Bootstrap, PHP.
- Identified the need and implemented a service where user can make an emergency request for service from anywhere within the city without going to the garage himself.

### GUJARAT Hackathon Coding Championship (08/2016 - 12/2018)

- Undertook the challenge of mapping the diseases spread across Gujarat on a map.
- Developed and provided a web portal to government through which they can view and analyze the diseases spread.

## CERTIFICATES/ WORKSHOPS

### Effective Negotiation Skills Workshop (08/2019)

Learned the principles, processes and types of negotiation skills at AMA, Ahmedabad

### Web Design Workshop (12/2016 - 12/2016)

Develop a website using HTML/CSS/Bootstrap and Sublime text editor and made it live.

### IELTS Examination (2018)

Gave an English Language Proficiency examination through British Council.

## LANGUAGES

English	●	●	●	●	●
Hindi	●	●	●	●	●
Gujarati	●	●	●	●	○