

Anand Manek

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Summary

Experienced Business Development Executive with a demonstrated history of working in the IT and services industry. Skilled in International Marketing, Lead Generation, Business discussion, Client Communication, Project Analysis, and, Email Marketing.

Experience



Global Marketing Specialist

Ker InfoTech

Feb 2020 - Present (2 year +)

- Finding the business for the company from UK, USA, Canada, Germany, and etc.
- Tracking leads and prospect from various portals.
- Handling end to end communication with client and prospect.
- Communicating directly to the clients for their requirements and other support.
- Maintaining a great and effective relationship with clients.
- Taking a regular follow-up with the client, prospect and leads over email, phone and other platform.
- Detail-oriented drafting skills for various conditions.



Business Development Executive

Virtual Height IT Services Private Limited

Jan 2019 - Feb 2020 (1 year 2 months)

- Following up new business opportunities and setting up meetings.
- Planning and preparing presentations.
- Handling Bidding Portal.
- Communicating new product developments to prospective clients.
- Overseeing the development of marketing literature.
- Making proposals for the project.
- Drive the "Request for Quote" process with new prospects.
- Providing management with feedback.
- Generating leads, Make cold calls, Fix appointments, Negotiate and Close the deal.
- Taking order, offering the best solutions, and creating a good relationship with the clients.
- Set up meetings between client decision-makers and the company's practice leaders/Principals.



Recruitment Consultant

IMS People Possible

Jan 2018 - Jan 2019 (1 year 1 month)

- Recruiting top talent for permanent placement within the Engineering, IT, Manufacturing, Automotive, Sales and Marketing, Financial, Administrative and Industrial fields.
- Understood and working on the recruiting process starting from understanding Job requirements, sourced candidates, candidature/resume, submittal of resume to Account Manager and Clients, scheduled interviews, followed-up with candidates upon confirmation from client till joining.
- Used Job boards like Monster, Career Builder, Dice, and social networking sites like linkedin.com to successfully source active and passive candidates.
- Hands-on Experience with ATS (Applicant tracking systems) like Job Science and File maker systems.
- Experience in recruiting across various technologies and levels (Middle and Senior).
- Working majorly for full-time direct hire requirements and Contract to hire.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook).

Education



Swaminarayan College of Engineering & Technology

Diploma in Computer Engineering 2016 - 2019

Skills

Marketing • Sales • Business Strategy • Business-to-Business (B2B) • B2B
 Marketing • Target Marketing • Marketing Strategy • Business Development • Strategic Planning

Honors & Awards

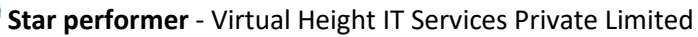


Employee of the month - Virtual Height IT Services Private Limited

Recognized as an employee of the month.



In the first month of joining the company, I was recognized as an employee of the month, it was such a proud moment for me. Thank you organization.

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I hereby declare that the information and details provided in this resume are correct and inclusive to the best of my knowledge and belief.

Anand Manek