

# Arti Jain

**Address :** 35, Goyal Nagar , Indore, MP, 452001

**Phone :** +918989693251

**E-mail :** arti.jain29@gmail.com

Innovative and proactive **Business Development Manager** offering 5+ years of experience in converting sales leads. Highly skilled in project management and strategic planning with exceptional Business Development expertise.

## Skills

---

- Corporate Communications.
- Eager to expand company with new sales, clients, and territories.
- Issue resolution.
- Progress monitoring.
- Team collaboration.
- Business Development.
- Lead Generation, Closures and Money Realization.
- Client Acquisition.
- Technical Writing and Business Documentation.
- Project Coordination
- Client Communication

## Work History

---

### Current Company

### **International Business Development Manager**

**Certainty Infotech, Indore, M.P. ( May 2021 – Present)**

### **International Business Development Manager**

**Creative Thoughts Informatics Services Pvt. Ltd , Indore, M.P ( March 2018 – Dec 2020)**

- Brainstorming with business development team to create new project strategies.
- Identifying sales and services that would appeal to new clients.
- Managing company and client expectations Reviewing time frames and budgets.
- End to End Project management.
- Prepared bids costing and pricing for proposals.
- Gathered client's needs and worked with development teams to implement changes based on feedback.
- Business Generation through Various Bidding portals and social media.
- Proposed marketing strategy ideas to optimize targeting of customers.
- Generated leads and prospect customers.
- Team Management

## **Business Development Executive**

**Consagous Technologies Pvt Ltd , Indore ( May 2017 – Feb 2018 )**

- Established, initiated and optimized business development strategies based on company targets, market data and budget factors.
- Worked on Direct Pitching, Portals – Freelancer, Upwork and LinkedIN
- Directed marketing projects at all stages, including conceptual planning, schedule management and final implementation.
- Captured new clients by optimizing business strategies.
- Documented process flows and developed requirements for functional improvements and enhancements to maximize user engagement.
- Proposed marketing strategy ideas to optimize targeting of customers.
- Generated leads and prospect customers.
- Prepared bids costing and pricing for proposals.
- Gathered client's needs and worked with development teams to implement changes based on feedback.

## **Business Development Executive**

**Infograins Software solutions , Indore ( oct 2015 – April 2017 )**

- To take care of Technical Writing and Project Coordination
- SRS,SOW, FRD, Admin Manual, Module Manual, PPT, Project Portfolios etc
- Agile Methodology for project management
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Preparing and regulating features list of project and coordinating with technical team

## **Education**

---

- B.Tech (Computer Science Engineering), **Mandsaur Institute of technology, Mandsaur**
- Senior Secondary , MP Board, **Dashpur Vidhyalaya, Mandsaur**
- High School, CBSE Board, **St. Thomas Sr. Sec. School, Mandsaur**

## **Declaration**

---

I certify that information furnished above is true and complete to the best of my knowledge & belief.

**Date: 25th June 2021**

**Arti Jain**

