

CURRICULAM VITAE
(B.E in I.T Engineering)

✎ PERSONAL PROFILE

Name	Nayak Rachana Anand
Address	B-903 RJ Prime, Near Navpad Helios, Opp. Ganesh Party Plot, S.P.Ring Road, Zundal, Gandhinagar-382421
Contact Number	+91 - 7984882154, 7990634738
Date of Birth	27 th July 1993
Gender	Female
E-mail	nayak_rachana84@yahoo.com , rachanawork27@gmail.com
Known Languages	English, Gujarati, Hindi

✎ Career Objective

To achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

✎ Education

Course	School	Board	Year Of Passing
S.S.C.	SAHJANAND VIDHYALAY	G.S.E.B	MARCH-2008
H.S.C.	SAHJANAND VIDHYALAY	G.H.S.E.B	MARCH-2010
B.E (IT)	SABAR INSTITUTE OF TECH. FOR GIRLS	GTU	MARCH-2014

🔗 Experience

No.	Company	Designation	Year
1	Working as a Freelancer	Senior BDM	Currently Working
2	9 Yards Technology	Senior BDM	4 months
3	Destiny Solutions LLP	BDM	4.7 Years
4	Synoverge Technologies Pvt Ltd	Executive - BD	2.11 Years

🔗 Job Description

❖ Senior BDM

- ✓ Hands on experience in various bidding portals like Upwork, freelancer, fiver etc.
- ✓ Experience in bidding and responding to Client enquiries
- ✓ Working to accomplish set goals and objectives to achieve the company's vision and mission
- ✓ Keeping a hawk eye on LinkedIn and other social platform to seek new leads and opportunities.
- ✓ Collecting and maintaining client information in the database.
- ✓ Excellent Communication Skills (Preferably written) and excellent professional chatting manner
- ✓ Experience with client/customer handling/chat process
- ✓ Good ability to understand the business logic of the client requirements
- ✓ Working with different activities like Strong command on Social Media (Specially on LinkedIn), Referral marketing
- ✓ Relationship Management: Maintaining relationship with the high end project value customers in order to get business.
- ✓ Feasibility study, requirement gathering, analysis, proposal, negotiation, closure
- ✓ Handling the clients across the globe
- ✓ Team coordination

SKILLS

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Bidding, Market Research, Team Leadership, Data Analysis, Excellent communication skill, Excellent professional written skill, Other Business Development activities

AWARDS

- Got “**EMPLOYEE OF THE YEAR**” award for the year of 2018 in honor of outstanding performance.

EXTRA CURRICULAR ACTIVITIES

- Participated in “**Android Workshop**”, at Spandan’12 organized by Sabar Institute of Technology, Himmatnagar.
- Participated in “**Ethical Hacking Workshop**”, conducted by Kyrion Digital Securities (P) Ltd.

INDUSTRIAL VISITS

INDUSTRY

BISAG, Gandhinagar

RELATED SUBJECT

Satellite Communication

STRENGTH

- Good Confidence Level
- Positive attitude
- Always ready to learn new things

HOBBIES

- Reading, Music, Travelling

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

RACHANA NAYAK