**Shiivaani kohli**

Email-shiivaani.kohli24@gmail.com

**Mob-9310473105,A-46,Rajinder nagar,**

**New Delhi-11060**

To aggressively prospect, maximize sales, provide exemplary customer service and squash the competition

**Work Experience**

**Business Development Manager {work from home}**

Action Edge Research LLP- FEBRUARY

2021 TO September 2021

**Business Development Manager (WORK FROM HOME)**

June 2018- January 2021

Dreamztech Solutions -

June 2018 to March 2020

Key Responsibilities:

•Outsourcing Projects basically client engagement by calling, lead generation, database management, working on bidding portals like upwork,freelancer.com, people per hour ,emailing, Lead Generation by Cold calling, messaging and connecting through LinkedIn.

• B2B Outbound IT Sales for website designing, Digital marketing like SEO, SMO, Mobile application development outsourcing projects in USA, U.K, South Africa, Europe

**Business Development Executive(WORK FROM HOME)**

LOG ZERO TECHNOLOGIES

March 2014 to May 2018

Business Development Executive cum Sales

Executive Key Responsibilities:

• Generating leads on daily basis

• Making MIS reports weekly

• Worked on Enterprise technologies, Outlook, .NET, Share Point and Scripting Technologies ASP, ASP.NET,PHP, selling their high end IT hardware products like Multi-function printers, Projectors, Scanners, LCD monitors used for video conferencing and generating business for the Company by fixing

Appointments, Sending company profile with introductory letter .Email correspondence., Chatting, Database Management Etc.

**Lead Generation Executive(WORK FROM HOME CUM OFFICE)**

Project with SHARP BUSINESS SYSTEMS LTD April 2011 to January 2014

Appointment fixing, Database management, cold calling, B2B Sales .Selling IT hardware products like multi-function printers,LCD monitors used for video conferencing.

IT Credentials

Well versed with MS Office & Internet applications

Educational - Delhi,

Delhi 2004 to 2004

Education: **Bachelor's In Commerce**

**IT Skills**

• Business development and Expansion

• Cold Calling

• Lead Generation

• Market Research & Analysis

• Proposal development and review

• Requirement Gathering

• Product demonstrations

**D/0/B-24/01/1986**

**DATE-18/01/2022**

**Place-New Delhi**