

## CONTACT

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## OBJECTIVE

Highly organized Business Developer with extensive talent in public speaking and delivering effective presentations. Driven leader with more than 4 years of experience prospecting business opportunities through various methods.

## EXPERIENCE

02/2021 - 11/2021

### o Alight

Business development manager

- Coordinated innovative strategies to accomplish marketing objectives and boost long-term profitability.
- Collected data and performed customer needs analysis.
- Negotiated, prepared and signed contracts with clients.
- Negotiated and closed long term agreements with new clients in assigned territory
- Devised effective marketing, sales and other promotional initiatives.
- Compiled product, market and customer data to generate informed sales and profit projections.
- Consulted with product development teams to enhance products based on customer interest data
- Created reports and presentations detailing business development activities.
- Worked with existing customers to increase purchases of products and services.
- Reached out to potential customers via telephone, email and in-person inquiries.
- Completed and submitted monthly and yearly reports to support executive decision making.

03/2018 - 12/2020

### o Mevada & Co.

Business developer

- Scheduled promotional activities in accordance with available inventory and staff resources.
- Negotiated, prepared and signed contracts with clients.
- Negotiated and closed long-term agreements with new clients in assigned territory.
- Collaborated with company departments to develop new strategies to capitalize on emerging customer and market trends.
- Identified and pursued valuable business opportunities to generate new company revenue and improve bottom line profit.
- Consistently exceeded quotas through penetration of new accounts.
- Maintained high level of integrity by keeping sensitive client data and corporate information confidential.

Jan 2017 - Feb 2018

◦ **NI3 SOLUTION**

Virtual assistant

- Managed electronic and paper filing systems by updating paperwork, maintaining documents and accurately recording information.
- Completed forms, reports, logs and records to quickly handle all documentation for human resources.
- Opened and properly distributed incoming mail to promote quicker response to client inquiries.
- Developed recordkeeping systems for employee records and company documents to optimize operations and reduce project lags.

**EDUCATION**

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2016

◦ **GTU**

Bachelor in engineering

8.2

**SKILLS**

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- - Goal-setting - Performance monitoring - Appointment Scheduling - New Business Development - Strategic analysis skills - Cold Calling - Quality control - Customer service and support - Business generation - Verbal and written communication - Relationship building and rapport - Marketing - Research

**LANGUAGES**

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- - English - Gujarati - Hindi