

<b>Business Development Executive</b>	
<b>Job Reference Code</b>	CBS/BDE-G13/07
<b>Company Name</b>	Capital Business Systems Pvt. Ltd.
<b>Total Requirement</b>	5
<b>Position</b>	Business Development Executive
<b>Department</b>	Sales
<b>Location</b>	Peeragarhi
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead and acquire new sales across targeted segments /Solution.</li> <li>• Interacting with client for business forecasting.</li> <li>• Sourcing new digitization vendors and negotiation.</li> <li>• Verbal and Email communication with client</li> <li>• Effective Account Management and Customer Relationship - establishing a cordial relationship with the clients to ensure maximum customer satisfaction and repeat purchases upgrades of DMS.</li> <li>• Competition Analysis by keeping abreast of Market Trends &amp; achieving market share metrics.</li> <li>• Regular visit to client to understand operational issues.</li> <li>• Maintaining daily, weekly and monthly reports and sharing with manager.</li> </ul>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>• Ability to develop long-term strategic and executive level relationships</li> <li>• Demonstrate skills in budgeting and financial management</li> <li>• Excellent communication and interpersonal skills</li> <li>• Effective presentation and negotiation skills.</li> <li>• Proactive Approach</li> <li>• Hands on MS office excel, word &amp; PPT etc.</li> <li>• Strong decision-making skills</li> </ul>
<b>Qualification</b>	MBA (Sales)