



+918917249428

teresasmrutirekha@gmail.com

EDUCATION

Bachelors in science (Ag.)

Centurion University of
Technology and Management
2015 - 2019

SKILLS

Communication

IT sales

Negotiations

Time Management

Client Handling/Relationship

ABOUT ME

Experienced Business Development Manager with a passion for driving growth, forging strategic partnerships, and delivering results. Proven track record of expanding market presence, exceeding revenue targets, and fostering long-lasting client relationships. Adept at translating market insights into actionable strategies and leading high-performing teams. Committed to innovation and continuous improvement in achieving organizational success.

TERESA SMRUTIREKHA

Business Development Manager

Experience

May 2023- Present

Fabvance Solutions

Business Development Manager

Job Role:-

As a Business Development Manager, I drive growth by acquiring new clients and nurturing relationships. I stay updated on industry trends and execute expansion plans, collaborating on client-focused solutions. My role includes crafting proposals, managing the sales pipeline, and seeking new opportunities to drive revenue growth

Responsibility:-

Sales pitch

Client Relationship Management

Budgeting

Sales Closing

Report to Client

May 2022 - May 2023

Crystal hues Pvt. Ltd.

Junior Project Manager

Job Role:-

As a Project Manager in a localization company, my role is to ensure the efficient and accurate adaptation of content, products, or services for specific target markets and languages. I oversee the entire localization process, from project initiation to completion, including translation, cultural adaptation, quality assurance, and delivery. I collaborate with Quality teams, manage timelines and budgets, and prioritize client satisfaction. Ultimately, my goal is to facilitate seamless communication and engagement between businesses and their global audiences while meeting quality, time, and cost objectives.

Responsibility:-

Project Analysis

Managing the whole project from start to end

Dealing with vendors

Budget for vendors with 70-80% Margin of company

Working closely with Quality Team

Dealing with client

Delivering quality work

Long-term Client relationship

July 2020 - Oct 2021

Tech-Mahindra Limited

Customer Support Executive

Job Role:-

As a Customer Support Executive, my role is to provide exceptional service to customers by addressing their inquiries, resolving issues, and offering assistance through various communication channels such as phone, email, or chat. I aim to ensure customer satisfaction, build positive relationships, and represent the company as a helpful and responsive point of contact for all customer-related matters.

Responsibility:-

Customer handling

Sales pitch

Addressing queries and Resolving

Oct 2019 - Apr 2020

Business Global And Standard Services

Job Role :-

As a BDA (Business Development Associate), my role is to identify new client prospects, nurture relationships, and support revenue growth through sales and marketing efforts.

Responsibility:-

Lead Generation

Sales pitch / closing

Client relationship