



Tejwanth Kaur

Business Development Manager

Phone: 8639569536
Address: 8-3-228/205/1;Rehemath Nagar Yousufguda
Hyderabad 500045
Email: tejukaur05@gmail.com

A dynamic professional with 7+ years of experience in various Domain, i.e Sales and Operations ,Business Development, Start-up's, MNC, Education and Event Management, Key Account Management, Team Management, client-relationship management and customer service, Successful track record of achieving sales targets by adding new customers and increasing revenue generation from the existing ones, Successfully managed sales, marketing and business operations to achieve YOY growth in revenue targets. Adept at understanding the big picture, identifying gaps, and managing initiatives while leading and managing teams, Capable of delivering results individually and in teams, Proven Leadership, communication and management skills, Fast paced, self-starter, keen observer, quick learner and excellent at networking.

EXPERIENCE

Tutorac

April 2022 to Present

Business Development Manager

- Setting goals and developing plans for business and revenue growth
- Researching, planning, and implementing new target market initiatives
- Reaching out to prospect like Schools and Colleges conducting Seminars.
- Pursuing leads and moving them through the sales cycle
- Developing quotes and proposals for prospective clients
- Documentation and on boarding process of clients
- Running both B2B and B2C business Modules.

Whitehat Jr

September 2020 to April 2022

Sales and Operations

- Identifying the qualified leads and following up on them with suitable model and converting them in to admissions.
- Exceed targets for New Sales, Referrals or Renewals sales.
- Connecting the potential Customers (Parents and Students)to setup meeting ,counsel the student on learning pedagogies.
- Responsible for achieving revenue targets through admissions
- Team management
- Handling all the escalations pre and post the session.
- Solving technical issue and scheduling the classes due to technical issues.
- Handling and solving all the operational challenges and issues.
- Maintaining smoothing functioning of the process by following SOP and KPI
- Analyzing the audit repost and suggesting necessary changes and training for improvements.

Annapurna International School for Film and Medial

October 2018 to July 2020

Business Development Manager

- Responsible for achieving revenue targets through admissions for Bachelors, Masters , MBA & certificate and weekend programs.
- Budgeting and Planning marketing - ATL / BTL and digital activities and monitoring execution.
- Strategize ,Plan and collaborate (with internal and external stakeholders) for new initiatives.
- Design, develop and execute activities and events for business development to ensure market penetration PAN India.
- Plan and execute outreach programs with colleges and corporate. Initiated various seminars / panel discussions / workshops to ensure audience engagement and brand resonance. • Industry relations and Internships / placements management.

Nuke Event Management

June 2015 to September 2018

Public Relationship Manager

Its a startup company under various names. Later founded event management company and successfully organized and executed promotional events with a team of event managers and responsible in handling end to end operations including vendor relations, managing volunteers, manpower, inventory, production, artist, clients, media. Ensured timely execution of an event with due adherence to budgets. Liaison with PR & advertisement agencies. Nuke Radio is a startup internet radio station registered in Maryland, US and runs its operations from Hyderabad, India. We broadcast various shows with our RJ's doing telugu programs and targeting telugu population across globe through the web page www.nukeradio.com and also on Facebook page.

HSBC-Electronic Data Processing India Pvt Ltd

June 2008 to August 2009

Customer Service Executive

Its an International Process, handling all the queries of the customer in reference to mortgage and Loan process. Receiving payments from international customer through the prescribed payment option. Following up with the SOP and meeting the target with 100% in audit report.

EDUCATION

Osmania University

2022

Post Graduation

Pursuing Post Graduation from Osmania University in distance Mode

Osmania University

2008

B.sc computer's

Osmania university

August 2010 to May 2011

B.ed Mathamatics

Frankfinn Institute of Air Hostess Training

July 2005

Diploma in Avaition Hospitality and Travel Management

Narayana Junior College

2002 to June 2004

Board of Intermediate Education

St.Hannah's High School

March 2002

SSC

SKILLS

Business Development, Team Management ,Team Lead, Public Relations ,communication Skills, Lead Generations, Time Management, Fast Learner, Team player, Leadership Qualities, Result Oriented,B2B and B2C,Education,Career Counseling, Public Speaking.

LANGUAGES

Hindi,Telugu,Punjabi and English