

## Business Development Executive

### Description

Development Executive works to generate new business for a IT company. They are experienced sales professionals who use their skills and experience to the best advantage of the company. These executives are good at handling multiple clients and have very good customer relations skills. They must have strong communication skills and knowledge of bidding portals. Must be familiar with all freelancing sites, able to bid on new projects, generate leads, understand project requirements, handle all clients requirements, provide work quotations and time line requirements. Skill requirements for BDE job, Strong communication, Self-Motivated, Goal Oriented knowledge. Business Development Executive job opportunity in Rajkot also great opportunity for BDE, Then can also apply for this post.

### Responsibilities

- Research & Verification work through internet, email, calling, bidding.
- Build contacts with potential clients to create new business opportunities.
- Providing brief introduction about the organization to the client and convince for business.
- Maintaining relationship with all potential and existing clients.
- Data reporting to management.
- Keep prospective client database updated.
- Lead Generation.
- Cold Calling.
- Understand Project Requirements.
- Work with the project lead and provide work quotations, Cost Estimates, and Timeline Estimation.
- Convert prospects into clients and close the deals.
- Excellent English Communication Skills and Written Skills, Familiar with all Freelancing social sites, Lead Generating from various source.
- Need to get work from bidding portal to create a bid and get response from client.

### Skills

- Strong communication and IT fluency
- Creative talents and the ability to solve tough problems
- Excellent time management and organisation
- Hunger to achieve Monthly Target
- Self-Motivated & Goal Oriented.
- Having a knowledge of bidding portal.

### Hiring organization

Conduct Exam Technologies LLP

### Position

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### Employment Type

Full-time, Intern

### Experience

1 – 2 years

### Job Location

RK House, 1 Ram Vihar Society,  
Near Backbone Medicity, B/H Twin  
Star, Nana Mava Chowk, 150 Feet  
Ring Road, 360002, Rajkot,  
Gujarat, India

### Date Posted

May 13, 2025