

**G C Goutam**

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**HUBLI – INDIA**

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### **Business Development Manager**

A successful and Qualified BD with over **9 year's** extensive experience within the service provider Company for different verticals. Possessing thorough knowledge in all aspects of OPS assignments and Able to develop Company with reduced Maintenance.

**Objective:** To be a part of a competitive team and to reach a leading position in a company where the growth is unlimited and performance is recognized and appreciated

### **Strengths**

- ✓ B.Com (Business Administration)
- ✓ 9 years of total experience in INDIA,
- ✓ Good Spoken & Written Communication and Influencing Skills
- ✓ Good ability in networking and leadership
- ✓ Highly Flexible and down to earth
- ✓ Management Skills
- ✓ MS Office, MS Project, hardware and networking, web designer.

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### **Academic Qualifications**

- **B.Com**  
Pune University.
- **PUC – Commerce**  
Karnataka PU Board Karnataka.
- **SSLC**  
Police School Dharwad Karnataka.

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### **Professional Trainings**

- ✎ Relationship Manager – Bonanza (financial advisory and stock broking company) Trained on SIP, Mutual Fund, Market Analyst.
- ✎ Transition Manager: Handiman, Trained on cross selling and Digital Marketing and Facility Management.

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### **Career Details**



**Designation:** Business Development Manager Cum Operation Manager.

#### **Responsibilities:**

- Working Closely with Security OPS team and cross selling on Facility Management Services.
- Representing company through Digital Marketing and offline marketing to introduce about advance services offering to clients.
- Site Assessment (Survey) before sale call.
- Ensuring that transition period should complete as per the MOU and SOW for staff.
- Facilitating and ensuring quality manpower recruitment through FO.
- Delivering of personal sales targets through profitable, right client right terms business.
- Fostering long term relationships.
- Negotiating client contracts and increasing new business pipeline.
- Manage pre-qualification processes with the prospective clients by identifying the expectations of the prospects and designing commercial proposals specific to the prospect.

**Apr 2019 – Till Date.**



Area Manager – May 2018 – Jul 2018

RRMT Lead – Jul 2018 – Oct 2018

**Present Designation :** Transition Manager

**Responsibilities :**

- Need to make sure that new site should be monitored well and groomed as per the company standard before HO to operation team.
- Ensuring that 1 month of transition period should complete e2e grooming and SOW for staff.
- Facilitating and ensuring quality manpower recruitment.
- Customer Service: Responsible to design and manage excellent client focused systems, process & procedures on services offered.
- Service Delivery: Responsible for business operations & service delivery for AMC House Keeping, Security, Technical, Landscaping business
- Revenue Loss: Reducing the risk of Revenue loss at all security projects, ensure billing is done in full. Also ensure no penalty clause is been enforced by the client, the position responsible to undertake the penalty clause.
- Collection and Renewal accountability: Accountable for timely collection of bills, month on month and to ensure 100% renewal with existing clients.
- Updating the Operations Head and Operations Manager about projects and developments on a daily basis.
- Customer Satisfaction: Efficiently handle House Keeping, Security, Technical, Landscaping projects with focus on customer satisfaction

**May, 2018- Till Apr 2019.**



**EDFO GLOBAL Services Pvt. Ltd.**

**Designation:** Business Development Manager.

**Responsibilities:**

- Concept Selling – Providing online Advertising solutions to the Universities/Training Institutes.
- Managing and developing relationship with educational institute through mail and other channels.
- Proposal and presentation drafting as per client requirement.
- Revenue generation - Through online and offline selling different type of ads for client. Cross selling and upselling to in-house clients with other services offered by us.
- Creating strategic roadmap and same will be executed with team, acquisition of new client in line with the overall company objectives.
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**Period: Feb 2016 to Mar 2018**



Phoenix Concretes

**Designation:** Marketing Coordinator

**Responsibilities:**

- Preparing Weekly and Monthly target report for the team.
- Taking care of weekly sales Meeting.
- Handling Banking activities of Company.
- Building relationship with clients.
- Involving in Branding of Company

**Period:** 6th Apr 2015 to 31st Jan 2016



Bonanza Portfolio Ltd

**Designation:** Sr. Relationship Manager (General Insurance)

**Responsibilities:**

- Taking care of north Karnataka & Goa region
- Assigning Monthly targets to team
- Conducting Canopy activity every weekend
- Giving regular update to agents about new product in market
- Supporting to agents & team for achieve their targets
- Making new agents and developing branches on monthly bases

**Period:** 31st Jan 2012 to 27th Mar 2015



**Designation:** Customer Service Representative

**Responsibilities:**

- Use To Help Our Team Members Being The Floor Supervisor
- To Achieve the Production Targets As Monthly Bases

**Period:** 27th Jun 2011 to 30th Dec 2011

#### Areas of Expertise

- Marketing
- Team Management
- IT Support
- Maintenance & Supervising
- CSR (Corporate Social Responsible) activity.

#### • Skills Profile

- Professionally trained in marketing.
  - Have excellent knowledge & skills in CSR activity.
  - Well trained in safety & security at work place.
  - Good spoken & written communication and influencing skills.
  - Energetic and capable of working with minimal support and a good deal of autonomy.
  - Have excellent people skills; Excellent team player with good ability in networking and leadership.
  - Can work under pressure and meet deadlines.
- Flexibility and openness in daily work and ability to adapt quickly and aptly to changing strategies, procedures and methods.

### Work Profile

- Involved in implementing new targets and process development activities, which involved problem solving.
  - Coordination and liaison with all departments for best Result.
  - Carry out routine maintenance checks and report/resolve any faults or abnormalities of given tasks to team.
  - Troubleshoot problems.
  - Ensure completion of given targets.
  - Perform duties as assigned by the Higher Authorities
- Managing emergency response plans

### IT Skills

- ❖ MS Office
- ❖ HTML + Basic 'C'
- ❖ N+A+

### Personal Details

Nationality : Indian  
Date of Birth : 23.05.1992  
Marital Status : Married  
Languages : English, Urdu, Hindi, Kannada, Tamil, Telugu.  
Passport Number :

Passport No: M5211227  
Validity : 12/01/2015 to 11/01/2025

I hereby declare that the above information is correct and true to the best of my knowledge.

Regards

**(Goutam G C)**