

Sachi Takkar

Business Development Manager



sachitakkar95@gmail.com

+91 95602 49089

Noida, IN

4 years experienced Business Development Manager Professional looking to leverage my professional marketing/business development experiences and education to aid in market research and strategy. Passionate about, community outreach, market research and consumer insights. Well-versed in research design, data collection methods and strategy formation.

KEY SKILLS

- Business Development • Business Analysis • Sales • Business Operation
- Management • Customer service • Motivating Attitude

EDUCATION

- Bachelor in Fashion Communication | Amity University | Noida, IN | Jul '14 – Jul '17
- 12th – Commerce with Maths | Pinewood School, Saharanpur, IN | Apr'13 – Apr'14
- 10th | Welham Girl's School, Dehradun, IN | Apr '11 – Apr '12

PROFESSIONAL EXPERIENCE

Business Development Manager

Dec '21 – Feb '22

Keasis

Noida, IN

- Basic knowledge of IT recruitment cycle in USA.
- Proven experience in US Citizens, Green Card Holders, EAD and H1Consultants.
- Experienced with various applicant tracking system (ATS) like Ceipal, Job Diva and Bullhorn.
- Well-versed in working on TechnicalSkills.
- Good Negotiation and Closures skills with strong emphasis on Client/Candidate relationship management.
- Good experience in end to end recruitmentprocess,
- Experience on portals like Dice, Monster, Career Builder, Indeed, LinkedIn, Big Hotlist,etc.
- Understanding of US Tax terms and Visas, Source candidates on W2/1099/Corp to CorpBasis.
- Well versed in recruiting for various domains like IT,Finance and Healthcare.

Sr.Business Developmnt Manager

Oct '20 – Oct '21

Headfields Solutions Pvt. Ltd

Noida, IN

- Responsible for full hiring cycle, including sourcing; pre-screening and lockingcandidates
- Supported Account Managers in process of Recruiting Corp-to-Corp/W2/1099 consultants and negotiating and resolving vendor and client issues.
- Finalized the Pay rate formalities with the Vendors andConsultants.
- Coordinated and interacted with clients for all activities of recruitment for existing as well as new ones.
- Developed interview schedules, acted as the first point of contact with potential candidates for phone screen set up, coordination of interviews till final feedback from the client'sside.
- Searched on various technology based requirements, getting the positions from the clients, also submitting the suitableprofilesobtainedfromsearchingvarious job boardsorreceivingresumesfromthetrustedvendors.
- **Recruiting for various domain positions including (but not limited to) Java Developer, Tech Lead &Architects, Salesforce Admin, Salesforce Architect, Project Manager, Project and Program Manager, QA Engineer, Full-Stack Engineer.**
- Worked on different Job portals like **LinkedIn Recruiter, Indeed, Monster, Career Builder, Dice, LinkedIn,**

Big Hotlist, etc. Utilized other tools such as Facebook, Google.

International Tour Manager

Aug '19 – Feb '20

Let's Plan out Holidays

Mumbai, IN

- Organized optional tours where and when required.
- Assisted clients during the tours.
- Coordinated with the coach captain, companies, restaurants and hotels.
- Established personal relationship with clients, thus advertised new tours to them.
- Communicated with people from different countries of different age groups and languages.
- Handled 30 to 45 people.
- Solved the unexpected problems.
- Introduced new business ideas and worked as a business development manager
- Countries travelled – France, Switzerland, Netherlands, Italy, Belgium, Austria, Germany, United Kingdoms, Croatia, Czech Republic and Hungary

International Tour Manager

Nov '18 – Aug '19

Travel Kings Of India

Mumbai, IN

- Organized optional tours where and when required.
- Assisted clients during the tours.
- Coordinated with the coach captain, companies, restaurants and hotels.
- Established personal relationship with clients, thus advertised new tours to them.
- Communicated with people from different countries of different age groups and languages.
- Handled 30 to 45 people.
- Solved the unexpected problems.
- Introduced new business ideas and worked as a business development manager
- Countries travelled – France, Switzerland, Netherlands, Italy, Belgium, Austria, Germany, United Kingdoms

International Tour Manager

Apr '18 – Nov '18

Cox N Kings

Mumbai, IN

- Organized optional tours where and when required.
- Assisted clients during the tours.
- Coordinated with the coach captain, companies, restaurants and hotels.
- Established personal relationship with clients, thus advertised new tours to them.
- Communicated with people from different countries of different age groups and languages.
- Handled 30 to 45 people.
- Solved the unexpected problems.
- Introduced new business ideas and worked as a business development manager
- Countries travelled – France, Switzerland, Netherlands, Italy, Belgium, Austria, Germany, United Kingdoms

- Awarded as a topper position in Punjabi subject in Xth class from Punjabi Academy