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Vizianagaram, 535217

Accomplished Business Development Executive with a an experience in market research, client acquisition, and CRM management at Miracle Software Systems, Inc. Demonstrated expertise in executing email campaigns and cold calling to cultivate relationships and generate business opportunities. Former Academic Coordinator at The Sun School, adept at data analysis and stakeholder engagement to enhance academic performance and streamline operations. Skilled in team leadership, with a focus on fostering collaboration and achieving organizational goals. Aspires to leverage extensive experience in business development to drive growth and innovation in future roles.

### EXPERIENCE

06/2022 - 06/2025

### Business Development Executive, Miracle Software Systems, Inc, Vishakapatnam

- Executed market research and analysis to pinpoint new business opportunities and potential clients
- Interacted with prospective clients via email campaigns, cold calling and social media, cultivating relationships and generating interest.
- Cultivated and sustained robust relationships with key stakeholders to enhance collaboration and partnership.
- · Delivered continuous client support and account management to secure satisfaction and foster repeat business opportunities.
- Identified prospective clients to formulate and implement cold call lists.
- Oversaw CRM database, guaranteeing precise tracking of sales activities and client communications.
- Monitored industry trends, target accounts, and competitive landscape to ensure current knowledge
- Presented performance updates, quarterly business reviews, and planning meetings.
- Collaborated with marketing teams to design promotional materials and campaigns for target markets.
- Utilised social media platforms to enhance brand visibility and connect with prospective clients.

### 06/2018 - 05/2022 Academic Coordinator, The Sun School, Vizianagaram

- Coordinated academic scheduling and resource allocation to optimise faculty and student engagement.
- Monitored student progress and addressed academic concerns, facilitating timely interventions and support services.
- Managed communication between academic departments and administrative offices, streamlining information flow and decision-making.
- Collaborated with teachers to understand and improve classroom conditions.
- · Coordinated academic schedules, ensuring efficient allocation of teaching resources across departments.
- Analysed student performance data to identify areas for academic improvement and intervention.
- Worked with parents and staff to improve student behavioural and learning issues with proactive approaches.
- Supervised the maintenance of student records, guaranteeing confidentiality and accuracy in reporting.
- Provided reliable leadership and direction to 23 staff members and 450 students.
- Administered data and reports within school ERP system.
- Facilitated transition to fully online classes via school ERP system during Covid
- Developed user manuals guiding teachers and students on joining online classes via school ERP system and mobile application.

# SKILLS

- Market research
- Email campaign and cold calling
  Team leadership
- Client acquisition
- Data analysis
- CRM management
- Stakeholder engagement

## EDUCATION

B-Tech, Electrical and Electronics Engineering 2015

MVGR College of Engineering, Vizianagaram, AP

2012 Diploma of Higher Education, Electrical and Electronics Engineering

MRAGR GOVT Polytechnic, Vizianagaram, AP

SSC 2009

Bhashyam Public School, Vizianagaram, AP

# LANGUAGES

English: Telugu: C2 C2 Proficient Proficient

# CERTIFICATIONS

- SAP on IBM Cloud Sales Foundation
- Red Hat Sales Specialist IT Automation and Management
- Db2 Technical Sales Intermediate