

# Jai Walia

Assistant Manager, Business Development at Softuvo Solutions Private Limited

jaiwalia.81@gmail.com

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## Summary

I hope that my impression about myself and your impression about me are not so different. Here it goes.

- Let me speak about myself - Have completed my "Bachelor of Technology" batch (2011-2014) in the field of 'Electronics and Communication'.

I am presently attached with IT industry. My work is to analyse and generate business needs from client vision. My experience in approaching clients by writing formal letters/Mails/Proposals with detail in motive to express company profile to others business peoples for serving them to company service makes me relevant for the position of "Business Developer".

As a result, I have unique ability to Handling team, Achieving targets, Ability to work fast as well as in accuracy.

The actual experience taught me:-

~ Lots of people have big ideas. Execution is the only thing which matter's and I love to turn my ideas into reality.

~ I run towards fire's. It doesn't matter how hard the situation is what matter is how you handle to get win and i don't care who gets credit 'I just want to Win'.

What actual kind of personality I am:-

- \* A bit impatient but calm.
- \* Self Motivator and starter.
- \* Dedicated to toward my goal.

I am ending summary by writing the line:-

"Be different , Be strong - Many thing are common but attitude and self strength makes the difference"  
- Believe on your strength.

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## Experience

### Assistant Manager Business Development at Softuvo Solutions Private Limited

November 2017 - Present

'Softuvo Solutions' The Solution Experts for the Web & Mobile application; Company Located at Mohali, India. They are having different department and deal with majorly Laravel, Codeigniter, ROR & Native Mobile Solutions

Softuvo Solutions committed to eliminate hassles out of any software development projects. I am currently associated with Softuvo Solutions as Assistant Manager, Business Development and my responsibilities are:

#### 1. Enhance the Company Reach

- (i) To use the existing client base in different nations
- (ii) Company portfolio and to best use it for market reach

#### 2. Business Account Management

- (i) Existing Client account for business requirements
- (ii) Business profile management such as Upwork.com | PPH and many more

#### 3. Digital Branding

- (i) In transparent dealing with Digital Department
- (ii) Considerable aspects to enhance the visibility

#### 4. Drafting

- (i) Business Proposal
- (ii) Initial analysis
- (iii) Invoice and work plan
- (iv) Estimation and Tracking

#### 5. Team Management and reporting

- (i) Sub-ordinate lead handling
- (ii) Project milestone and costing sheet
- (iii) Work allocation

#### 6. Client interaction

- (i) I personally believes to keep transparency for the work execution
- (ii) For client, I use to follow Google Sheets, Hangouts, Skype, Official Mail & Project management tool
- (iii) I assure my client by providing Mock-ups at first stage after getting into deal

(iv) I use to introduce client with the team and to assure them with best possible support

Some other that moves parallel to my KRA are

“Client Relation – A major KEY”

"Portfolio Updates"

“Utilization of previous experience in developing business”

“Ensure smooth and uninterrupted day to day and weekly updates”

“Collaborating with technical assets and to meet requires standards such as availability and work scope”

“Start to End business/client responsibility”

“Periodic status reports to Senior Management”

~EXPLORING MORE and LEARNING MORE will keep the profile UP with require updates~

## **Sr. Business Developer at Ommzi Solutions Private Limited**

July 2017 - November 2017 (5 months)

‘Ommzi Solutions’ The Game Application Designing and Development Company based at Mohali, India

They are having talented gaming professional developer and artist and have given a birth to numerous of game plays.

Ommzi believes not in ‘Quantity of Work but Quality in Work’ I am currently associated with Ommzi Solutions as Senior Business Developer and my responsibilities at Ommzi Solutions are

### 1. Business Account Management

(i) Existing Client account for business requirements

(ii) Business profile management such as Freelancer.com | Upwork.com | PPH

(iii) Direct dealing with digital marketing manager

### 2. Drafting

(i) Business Proposal

(ii) Initial analysis

(iii) Invoice and work plan

(iv) Estimation and Tracking

### 3. Team Management and reporting

(i) Sub-ordinate lead handling

(iii) Project milestone and costing sheet

(iii) Work allocation

(iv) Company portfolio management

### 4. Client interaction

(i) I personally believes to keep transparency for the work execution

- (ii) For client, I use to follow WATERFALL business model
- (iii) I assure my client by providing Game Design Document at first stage after getting into business
- (iv) I use to introduce client with the team and to assure them with best possible support

Some other that moves parallel to my KRA are

“Client Relation – A major KEY”

“Utilizing of previous experience in developing business”

“Ensure smooth and uninterrupted day to day and weekly updates”

“Collaborating with technical assets and to meet requires standards such as availability and work scope”

“Start to End business/client responsibility”

“Periodic status reports to business manager regarding team efficiency”

~EXPLORING MORE and will keep the profile UP with require updates~

### **Sr. Business Developer at Solitaire Infosys Inc**

March 2015 - July 2017 (2 years 5 months)

I worked as a Sr.Business Developer at this work place and it contains responsibility to generate business through online business portals like Upwork and assist sub-ordinates to finalise the deals.

My position was for generating leads as well as interaction with national and international clients in motive to grow the business statistics. My KRA at solitaire are written below:

- Analysing and provide the appropriate business.
- Sub-ordinate report management
- Proposal Drafting
- Technical approach drafting with guideline of technical team
- Project management and creation of work plan
- Calculation the no. of hours charged.
- Client interaction.
- Project Execution and sharing of project updates to clients.
- Calculation the no. of hours charged for the work and Maintaining of reports
- Self motivating and encourage team members to achieve targets.

### **Business Developer at Solitaire Infosys Inc**

April 2015 - March 2016 (1 year)

I am working as a Business Development Executive. My work is to generate business through online portals like oDesk-Elance, Freelancer.com, Peopleperhour etc. My position is for generating leads as well as interaction with national and international clients and finalizing the deals. My roles and responsibilities regarding my profile are describing well in points below:

### Roles and Responsibilities

- Analyzing and provide the appropriate business.
- Calculation the no. of hours charged.
- Client interaction.
- Compile the data end of the day & send reports to management.
- To review the calculation of monthly business provided to organization.
- Encourage team members to achieve targets.

### **Business Executive at techiTechnology pvt. ltd.**

**June 2014 - March 2015 (10 months)**

I worked as a Business Executive. My work is to generate business through online portals like oDesk-Elance (best known today as Upwork.com), Freelancer.com, Peopleperhour etc. My roles and responsibilities regarding my profile are describing well in points below:

#### Roles and Responsibilities:-

- Analysing and provide the appropriate business.
- Calculation the no. of hours charged.
- Compile the data end of the day & send reports to management.
- To review the calculation of monthly business provided to organization.

### **Trainee business executive at techiTechnology pvt. ltd.**

**January 2014 - May 2014 (5 months)**

I worked as a Trainee Business Executive. My work is to generate business through online portals like oDesk-Elance, Freelancer.com, Peopleperhour etc. My roles and responsibilities regarding my profile are describing well in points below:

#### Roles and Responsibilities:-

- Analysing and provide the appropriate business.
- Calculation the no. of hours charged.
- Compile the data end of the day & send reports to management.
- To review the calculation of monthly business provided to organization.
- Encourage team members to achieve targets.

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## Education

Asra College approved by AICTE and affiliated from PTU

Bachelor's Degree, Electronics and Communication Engineering, 2011 - 2014

Activities and Societies: Member of basketball team and use to perform punjabi bhangra at college shows.

Narain Public School

High School, English Communication, Science, Social Science, Mathematics, Hindi., 2002 - 2008

Activities and Societies: Bal Vikas Classes, Personality Developmet

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[Contact Jai on LinkedIn](#)