

Walk in for Business Analyst- Jaipur (2-5 Years Of Experience)

Description

Looking for an experienced business development executive to help us bid on Upwork/freelancer/guru etc – writing up proposals, client communication & project management. Individuals with high work ethics / long term career goals apply.

Responsible for Bidding, client response, follow up, bid preparation, bid analysis, Looking out for new business for the company. Generating new leads as well as handling assigned leads. Analysing the requirements and suggesting solution. Co-ordinating with Business Analyst for analysis and estimates of the projects.

Responsibilities and Duties

- Understanding and documenting current business
- Conducting gaps analyses between the as-is and to-be processes, identifying gaps with existing system functionalities, reports, and controls.
- Running training workshops with key stakeholders and end users
- Understand system functionalities and be able to recommend solutions and improvements.
- Document functional specifications and work closely with the Vendor + Regional/ Global teams to facilitate developments.
- First line to organize end-users education on enhancements and training on new applications/ tools to leverage powerful solutions to their maximum.
- Contribute to regular project and business meetings, provide progress updates, report issues and risks
- Help to develop and manage key stakeholder relationships.
- Support the PM throughout the project (e.g. defining scope, estimating resource requirements, timelines)
- Required Experience, Skills and Qualifications
- Looking for an experienced business development executive to help us bid on Upwork/freelancer/guru etc – writing up proposals, client communication & project management. Individuals with high work ethics / long term career goals apply.
- good communication skills
- Business Analysis

Skills

Microsoft excel, Computer Operater, Data Entry, Telecaller, Voice Support
Qualifications-ME/M.Tech, BSc, BCA, MBA/PGDM, BE/B.Tech, MSc, Certificate Course (IT), Diploma, MCA Experience-freshers

Responsibilities

Responsible for online bidding on Upwork, Elance, GURU Freelancer etc portal. Online bidding, follow-ups, competition analysis, discussion with offshore clients. Generating Business for Internet marketing, Web designing etc. writing proposals, RFP, RFI responses for services and clients close deals.

Qualifications

BBA/BBM, BSc, BCA, BE/B.Tech, BSW, BEd, BFA, B.Com, Any (IT Graduate & Post Graduate)

Employment Type

Full Time

Industry

IT

Job Location

Jaipur

Working Hours

10AM – 7PM

Valid through

August 16, 2018

Base Salary

Rs 140000 - Rs 500000

Date posted

June 22, 2018