

**LIVE PROJECT -OUTLOOK GROUP - brihan maharashtra college of commerce**

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To: nilofar agnihotri <nilofaragnihotri.bmcc@despune.org>

Cc: ajay <ajay@outlookindia.com>

*Dear Sir/Ma'am,*

*Greetings from Outlook Publishing. It was a pleasure to meet you in our office.*

***Outlook Group** is a leading name in the print industry. We are publishers of renowned titles like **Outlook English , Outlook Hindi, Outlook Business, Outlook Money and Outlook Traveller.***

*As discussed , please find below Job description for Business Development Executive :*

- 1. Identifying Business opportunities, generating leads, target identification.*
- 2. Reaching out to new customers and driving business.*
- 3. Following up with leads and converting them into sales.*
- 4. Ensuring proper servicing and after sales support to clients.*
- 5. Data reporting to management and feedback.*
- 6. Getting repeat orders for company in desired territory.*

**Desired skills and expertise**

- Fresh candidates are welcome. Candidates with more experience can also be considered.*
- Exposure to digital/online channel sales/event sales will be an added advantage.*

*Ability to work under minimal guidance and must have Strong Analytical / Presentation skills with good command over Excel and PowerPoint*

*We shall be conducting interviews , selected members need to undertake 15 days live project with us.*

*On completion of Live project programme, we shall shortlist candidates based on their performance and proceed to next level.*

*Selection process for absorption shall include direct interviews with company management from among the candidates who have successfully completed Live project with us and are shortlisted based on performance levels. During the live project, candidates will be eligible for performance linked rewards.*

*There will be 2 rounds – 1<sup>st</sup> round with Business Development Team and 2<sup>nd</sup> with HR team. Selected candidates will be joining us as Business Development Executive.*

*We can conduct the above drive after your confirmation. Please help in taking the above forward.*

*Regards,*

*Parul*

**Assistant Manager**

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