



Job Title: BDE (Business Development Executive)

Job Summary:

Dynamic Dreamz is a fast-growing IT company specializing in web and eCommerce development. We work with international clients across the US, UK, and other regions. We're looking for a **proactive and result-oriented Business Development Executive** who can take charge of our Upwork profile, build strong client relationships, and contribute to business growth.

Key Responsibilities :

- Manage and maintain company profiles on **Upwork and other freelance platforms**.
- Identify, bid, and close new business opportunities.
- Communicate effectively with international clients (mainly from the US, UK, and Canada).
- Draft compelling proposals and customized project estimates.
- Follow up with potential leads and convert them into long-term clients.
- Collaborate with the technical team to prepare project scopes and timelines.
- Maintain proper records of bids, communication, and project details.

Required Skills and Qualifications :

- Preferably IT background / Computer Engineering
- **1–3 years of experience** in Business Development on Upwork or similar platforms (preferred).
- Excellent written and verbal **English communication skills**.
- Strong understanding of **IT services** (Web, eCommerce, Mobile App, or Digital Marketing).
- Ability to write professional and customized project proposals.
- Must be **self-motivated, target-driven, and confident** in client handling.
- Comfortable working in the **Night Shift (US Time Zone)**.

Work Location: Surat (Onsite Only)

How to Apply:

- Email your resume to hr@dynamicdreamz.com.
- Use "BDE Application – [Your Full Name]" as the subject line.