

# JESSICA INJETI

BUSINESS DEVELOPMENT EXECUTIVE



## Summary

Adaptable food industry professional with hands-on experience in sales, procurement support, and logistics coordination, ensuring smooth operations and client satisfaction. Quick to grasp market shifts and customer preferences, with proven success in the seafood trade, business development, and cross-border sales management across Bahrain and KSA.

### ADDRESS

Manama, Kingdom of Bahrain

### PHONE

+973 33152085

### EMAIL

injetijessica@gmail.com

### SKILLS

- B2B Sales & Client Relationship Management
- Procurement & Vendor Negotiation
- Logistics & Supply Chain Coordination
- Market Trend & Product Demand Analysis
- Quick Adaptability & Problem Solving
- Product Development & R&D Support
- Order Management & Inventory Control

### COMMUNICATION

- English (Fluent)
- Hindi (Fluent)
- Telugu (Native)

### TECHNICAL SKILLS

- SAP
- Operating Systems (MS Office, Windows)

### EXPERIENCE

Shell Fisheries Company based in Bahrain and KSA is a leading seafood processor with a global reach, providing frozen seafood products, including raw, cooked and breaded seafood varieties. Shell Fisheries specializes in imports, exports and local supply to the food service and retail industry.

#### Business Development Executive

August 2024 – Present

- Identified and pursued new business opportunities, expanding the client base (HORECA & RETAIL) and increasing sales revenue.
- Managed B2B relationships with food suppliers, distributors, and hospitality clients, ensuring consistent supply of high-quality food products.
- Identified new food product opportunities based on market trends and seasonal demand.
- Worked closely with procurement and purchasing teams to understand sourcing needs, product specifications, and pricing targets.
- Analyzed market trends, availability, and product demand to support purchasing and sales planning.
- Participated in food R&D and product testing, aligning offerings with restaurant and catering client specifications.
- Oversaw negotiations with vendors to optimize pricing, lead times, and delivery schedules.
- Continued to lead sales operations in the KSA region, managing client accounts, cross-border coordination, and logistics.
- Represented the company at exhibitions and business networking events.

#### Sales Coordinator

November 2022 – July 2024

- Coordinated daily sales and order management processes for received orders supplied to restaurants, hotels, and catering businesses.
- Liaised with warehouse, logistics, and procurement teams to ensure timely and accurate deliveries.
- Maintained inventory records, updated product availability, sales reports.
- From **Aug 2023**, began managing **KSA sales team & sales operations**, supporting regional clients with order fulfillment, documentation, logistics and product support.
- Assisted in preparing proposals, quotations, and procurement-related documentation for key account
- Address customer complaints promptly and provide effective solutions to ensure customer satisfaction

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## PERSONAL INFORMATION

- Date of Birth: 03/08/1999
- Marital Status: Single
- Nationality: Indian
- Valid Bahrain Driving License

## Secretary (Sales Department)

August 2022 – October 2022

- Provided administrative support in a fast-paced seafood distribution office, coordinating internal communications across sales, procurement, finance and operations teams.
- Supported management in coordinating meetings, preparing reports, and maintaining internal communication.
- Handled scheduling, filing, and correspondence related to supplier and customer accounts.
- Supported the procurement team with basic order tracking, and vendor communication.

## EDUCATION

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### Bachelor's in business management (2018-2021)

Maris Stella College, AP, India

### Higher Secondary (2018)

The Indian School, Kingdom of Bahrain