

***TECH-7: Team composition, Key  
Experts Inputs and attached  
curriculum vitae (CV)***

## **TECH-7: Team composition and attached curriculum vitae (CV)** Brief Profiles of Team International Trade Intelligence & Export Facilitation Centre (ITIEFC)

**Project Lead – Bhavik Bhagat**, Certified International Trade Professional (Masters in International Business, University of Sydney, Australia )

### **Cover Letter**

<b>Bhavik Bhagat</b>	<b>Project Lead</b>
	<p><b>Bhavik joined Incubation Masters in 2019. He currently works as an in-charge of International Government Projects for promoting the attraction of foreign direct investment, the export of goods and services, as well as the internationalization of companies in order strengthen foreign Jurisdiction's image as a strategic business partner for India. Bhavik has successfully completed over 10 projects in the area of trade and investment promotion, often involving briefings at Board levels, in the last 2 years.</b></p> <p><b>Prior to joining Incubation Masters, he spent 10+ years in different Government Trade &amp; Investment Promotion Organizations in leadership roles that included leading trade and investment projects at ProMéxico (India), Ministry of Economy, Government of Mexico and briefly with Mumbai Trade &amp; Investment Office of Govt of Ontario.</b></p> <p><b>His educational background, namely Master's in International Business (from University of Sydney, Australia in 2009) has provided him with ability to resolve the international trade issues effectively.</b></p>

<b>Resource Eligibility, Qualification &amp; Experience Compliance Sheet</b>			
<b>Sr. No.</b>	<b>Criteria</b>	<b>Team Leader – 1 (One Resource) - Eligibility, Qualification &amp; Experience</b>	<b>Compliance</b>
1	Minimum 10 years of industry experience	More than 10 years of work experience with International Trade Promotion Organisations	Yes
2	MBA/ Masters in International Business/ statistics/ data science	Masters in International Business from University of Sydney, Australia (University of Sydney is ranked #27 in Best Global Universities) + Certified International Trade Professional by FITT, Canada	Yes
3	Must have undertaken at least 1 project in the export promotion assignment (5 marks for each project)	Worked with more 3 Trade Promotion Organisations & have done more than 3 export assignments  1 Project = 5 Marks  Maximum 15 marks	Yes  1. ProMexico 2. Govt of Ontario, Canada 3. World Trade Advisors 4. Incubation Masters


## Curriculum Vitae (CV)

1.	Proposed position	Project Lead			
2.	Name of firm	Incubation Masters IM Private Limited			
3.	Name of staff	Bhavik Bhagat			
4.	Date of birth	15/06/1986			
5.	Nationality	Indian			
6.	Education	<p style="text-align: right;"><b>OCTOBER 2009</b></p> <p style="text-align: center;"><b>MASTERS OF INTERNATIONAL BUSINESS, UNIVERSITY OF SYDNEY, AUSTRALIA</b></p> <p><b>JUNE 2006</b></p> <p><b>BACHELOR OF COMMERCE, UNIVERSITY OF MUMBAI</b></p>			
7.	Membership of Professional Organizations	<b>Forum for International Trade Training, Canada</b>			
8.	Training	Training Certificate for Trade Advisors by International Trade Centre, Geneva & Online Certificate on Investment Promotion by The Multilateral Investment Guarantee Agency (MIGA) (World Bank Group)			
9.	Countries of Work Experience	Only In India (Assignments of Government of Mexico, Canada, Ecuador and Australia)			
10.	Languages	Language	Proficiency (good/ fair/ poor)		
			Speaking	Reading	Writing
		English	Good	Good	Good
		Hindi	Good	Good	Good
11.	Employment record	Name of Organization	Position held		Duration
		Incubation Masters	Project Director (Trade & Investment)		2019 – Till Date
		Government of Ontario	Trade Consultant		2018 – 2019
		ProMexico	Project Manager (Trade & Investment)		2013 - 2018
		World Trade Advisors	Trade Advisor		2011 - 2015
12.	Details of tasks assigned	<p><b>He currently works as an in-charge of International Government Projects for promoting the attraction of foreign direct investment, the export of goods and services, as well as the internationalization of companies in order strengthen foreign Jurisdiction's image as a strategic business partner for India.</b></p>			

13.	Work Undertaken that Best Illustrates Capability to Assigned Handle the Tasks Assigned	<table border="1"> <tr> <td>Name &amp; Duration of the Project</td> <td>Ecuador Exprt Market Entry Strategy &amp; Execution June 2019 – Feb 2020</td> </tr> <tr> <td>Number of Months of the Project</td> <td>8 Months</td> </tr> <tr> <td>Location</td> <td>India</td> </tr> <tr> <td>Client</td> <td>Embassy of Ecuador in India</td> </tr> <tr> <td>Project Cost</td> <td>INR 30 Lakhs</td> </tr> <tr> <td>Main Project Features</td> <td>Writing Corporate Strategy of ProEcuador 2020, Matchmaking Program</td> </tr> <tr> <td>Position Held</td> <td>Project Lead</td> </tr> <tr> <td>Activities Performed</td> <td>Wrote India Market Strategy for Ecuador, Identified potential sectors and importers</td> </tr> </table> <table border="1"> <tr> <td>Name &amp; Duration of the Project</td> <td>North America's biggest Technoly event "Collision 2020" March 2020 – June 2020</td> </tr> <tr> <td>Number of Months</td> <td>3 Months</td> </tr> <tr> <td>Location</td> <td>Toronto (Online)</td> </tr> <tr> <td>Client</td> <td>Ministry of Economic Development Job Creation and Trade, Government of Ontario</td> </tr> <tr> <td>Project Cost</td> <td>INR 15 Lakhs</td> </tr> <tr> <td>Main Project Features</td> <td>Arranging B2B meetings for high profile technology business delegates of 100+ delegates</td> </tr> <tr> <td>Position Held</td> <td>Project Lead</td> </tr> <tr> <td>Activities Performed</td> <td>Recruitment of delegates, B2B Meetings, Media outreach</td> </tr> </table> <table border="1"> <tr> <td>Name &amp; Duration of the Project</td> <td>Guide to Exporting to India for Mexican exportes Jan 2015- March 2015</td> </tr> <tr> <td>Number of Months</td> <td>3</td> </tr> <tr> <td>Location</td> <td>Mumbai</td> </tr> <tr> <td>Client</td> <td>ProMexico (employer)</td> </tr> <tr> <td>Project Cost</td> <td>Inhouse</td> </tr> <tr> <td>Main Project Features</td> <td>India Strategy, Sectors, Find Qualified Buyers, Trade Complaine, Shipping your product, Financing</td> </tr> <tr> <td>Position Held</td> <td>Researcher</td> </tr> <tr> <td>Activities Performed</td> <td>Primary &amp; secondary data research, stakeholder consultations, writing export guide</td> </tr> </table>	Name & Duration of the Project	Ecuador Exprt Market Entry Strategy & Execution June 2019 – Feb 2020	Number of Months of the Project	8 Months	Location	India	Client	Embassy of Ecuador in India	Project Cost	INR 30 Lakhs	Main Project Features	Writing Corporate Strategy of ProEcuador 2020, Matchmaking Program	Position Held	Project Lead	Activities Performed	Wrote India Market Strategy for Ecuador, Identified potential sectors and importers	Name & Duration of the Project	North America's biggest Technoly event "Collision 2020" March 2020 – June 2020	Number of Months	3 Months	Location	Toronto (Online)	Client	Ministry of Economic Development Job Creation and Trade, Government of Ontario	Project Cost	INR 15 Lakhs	Main Project Features	Arranging B2B meetings for high profile technology business delegates of 100+ delegates	Position Held	Project Lead	Activities Performed	Recruitment of delegates, B2B Meetings, Media outreach	Name & Duration of the Project	Guide to Exporting to India for Mexican exportes Jan 2015- March 2015	Number of Months	3	Location	Mumbai	Client	ProMexico (employer)	Project Cost	Inhouse	Main Project Features	India Strategy, Sectors, Find Qualified Buyers, Trade Complaine, Shipping your product, Financing	Position Held	Researcher	Activities Performed	Primary & secondary data research, stakeholder consultations, writing export guide
Name & Duration of the Project	Ecuador Exprt Market Entry Strategy & Execution June 2019 – Feb 2020																																																	
Number of Months of the Project	8 Months																																																	
Location	India																																																	
Client	Embassy of Ecuador in India																																																	
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14.	Certification	<p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and My experience and I am available to undertake the assignment in case of an award. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if Engaged.</p>																																																
Signature		Signature																																																
Date: [31/01/2021]		Date: [dd/mm/yyyy]																																																
Name of staff member: Bhavik Bhagat		Name of Authorized Signatory:																																																

**Onsite Sr. Trade Advisor – Ankita Sharma Pandey, PhD (SEZ Indore) (Masters in Foreign Trade & Bachelors in Foreign Trade, DAVV, Indore)**

**Cover Letter**

Dr. Ankita Sharma Pandey	Sr. Trade Advisor
	<p><b>Dr. Ankita Sharma PAndey's current position is with the Pragyan Social Welfare Society as the International Trade Advisor for promoting the the export of goods and services, as well as the internationalization of Indian companies. Dr. Pandey has successfully completed over 10 trade projects in the area of trade promotion, often involving briefings at Board levels, in the last 5 years.</b></p> <p>Dr. Pandey have successfully conducted and delivered various training programs, seminars and conferences and have served many government and private institutions in content and curriculum development, Students/ Instructors/ Trainers programs, Making Policies, R &amp; D Activities etc.</p> <p>The holder of a Ph.D. from DAVV University, Dr. Pandey had a distinguished academic career that included time as an Assistant Professor (Foreign Trade) at multiple universities, before she joined Pragyan. She also undertakes projects of Incubation Masters time to time.</p>

Sr. Trade Advisor Eligibility, Qualification & Experience Compliance Sheet			
Sr. No.	Criteria - Eligibility, Qualification & Experience	Onsite Senior Trade Advisor	Compliance
1	Minimum 7 years of industry experience	More than 11 years of work experience in international trade development Industry.	Yes
2	MBA/ Masters in International Business/ statistics/ data science	PhD (SEZ, Indore), Masters in Foreign Trade, Bachelor in Foreign Trade from DAVV Indore + Member of Indian Commerce Association & Member of All India Management Association	Yes
3	Each resource must have undertaken at least 1 project in the export promotion assignment (10 marks for each project)	Worrked in more than 2 Trade development roles & have done more than 3 export assignments 1 Project = 10 Marks Maximum 10 marks	Yes 1. Pragyan 2. Incubation Masters

## Curriculum Vitae (CV)


1.	Proposed position	Onsite Senior Trade Advisor			
2.	Name of firm	Incubation Masters IM Private Limited			
3.	Name of staff	Ankita Sharma Pandey			
4.	Date of birth	15/06/1986			
5.	Nationality	Indian			
6.	Education	<p><b>PhD. – Commerce (SEZ, Indore), Devi Ahilya Vishwavidyalaya, Indore (M.P), February, 2016.</b></p> <p><b>Masters in Foreign Trade Integrated 5yrs course (BFT 3years) + (MFT 2years) from International Institute of Foreign Trade and Research Affiliated to Devi Ahilya Vishwavidyalaya, Indore (M.P)</b></p> <p><b>Diploma in Export Management from IIEM Bangalore. (2007)</b></p>			
7.	Membership of Professional Organizations	<p><b>Member of Indian Commerce Association</b></p> <p><b>Member of All India Management Association</b></p> <p><b>Member of Bhopal Management Association</b></p>			
8.	Training & Publications	<p><b>ELT (Experiential Learning Tools) Certified from RCVP Naronha Academy of Administration and Management, Bhopal (M.P) Sponsored by DoPT, Government of India.</b></p> <p><b>DTS (Direct Training Skills) Certified from RCVP Naronha Academy of Administration and Management, Bhopal (M.P) Sponsored by DoPT, Government of India.</b></p> <p><b>Certified Member of Government of Madhya Pradesh, for Conducting Happiness Index Programme as “Anandam Sahyogi”.</b></p>			
9.	Countries of Work Experience	Only In India (Assignments of Government of Mexico, Canada)			
10.	Languages	Language	Proficiency (good/ fair/ poor)		
			Speaking	Reading	Writing
		English	Good	Good	Good
		Hindi	Good	Good	Good
11.	Employment record	Name of Organization	Position held		Duration
		Pragyan Social Welfare Society	International Trade Advisor and Trainer (she takes trade development assignments from Incubation Masters time to time in her current role)		2016 – Till Date
		IES University	Associate Professor (Foreign Trade)		2019 – Till Date
		PSSCIVE	Consultant (Foreign Trade)		2017 - 2019
		NRI College	Assistant Professor (Foreign Trade)		2015 - 2017

		SOC, SOE, DAVV, Indore	Visiting Professor (Foreign Trade)	2013 - 2015																																
		Arihant College,	Assistant Professor	2011 - 2013																																
		IIM - Indore	Academic Associate	2009 - 2010																																
12.	Details of tasks assigned	<p><b>●Freelance export advisor, Trainer and Consultant</b></p> <p><b>●Organizing and Conducting various Export seminars and workshops for School for educational purpose.</b></p> <p><b>● Export Content and Curriculum developer. (DAVV, PSSCIVE, Amity Group, IES University etc,)</b></p> <p><b>● Associated as International Trade Expert and Trainer with PSSCIVE, MSME, CRISP, NIESBUD etc. for facilitating as an expert.</b></p>																																		
13.	Work Undertaken that Best Illustrates Capability to Assigned Handle the Tasks Assigned	<table border="1"> <tr> <td>Name &amp; Duration of the Project</td><td>Export Awareness Program (Capacity Building Program for Exporters) June 2019 - Ongoing</td></tr> <tr> <td>Number of Months of the Project</td><td>More than 12 months</td></tr> <tr> <td>Location</td><td>Multiple Locations</td></tr> <tr> <td>Client</td><td>FIEO, GJEPC, EEPC etc.</td></tr> <tr> <td>Project Cost</td><td>More than INR 20 Lakhs</td></tr> <tr> <td>Main Project Features</td><td>Ten steps to export success, Country selection &amp; launch strategy, Pricing, regulation &amp; fulfilling your first order</td></tr> <tr> <td>Position Held</td><td>Trainer</td></tr> <tr> <td>Activities Performed</td><td>Recruitment, extensive consultation with business, industry, regional and community stakeholders, delivery of the program.</td></tr> </table> <table border="1"> <tr> <td>Name &amp; Duration of the Project</td><td>Ecuador Exprt Market Entry Strategy &amp; Execution June 2019 – Feb 2020</td></tr> <tr> <td>Number of Months of the Project</td><td>8 Months</td></tr> <tr> <td>Location</td><td>India</td></tr> <tr> <td>Client</td><td>Embassy of Ecuador in India</td></tr> <tr> <td>Project Cost</td><td>INR 30 Lakhs</td></tr> <tr> <td>Main Project Features</td><td>Writing Corporate Strategy of ProEcuador 2020,</td></tr> <tr> <td>Position Held</td><td>Consultant</td></tr> <tr> <td>Activities Performed</td><td>Wrote India Market Strategy for Ecuador</td></tr> </table>			Name & Duration of the Project	Export Awareness Program (Capacity Building Program for Exporters) June 2019 - Ongoing	Number of Months of the Project	More than 12 months	Location	Multiple Locations	Client	FIEO, GJEPC, EEPC etc.	Project Cost	More than INR 20 Lakhs	Main Project Features	Ten steps to export success, Country selection & launch strategy, Pricing, regulation & fulfilling your first order	Position Held	Trainer	Activities Performed	Recruitment, extensive consultation with business, industry, regional and community stakeholders, delivery of the program.	Name & Duration of the Project	Ecuador Exprt Market Entry Strategy & Execution June 2019 – Feb 2020	Number of Months of the Project	8 Months	Location	India	Client	Embassy of Ecuador in India	Project Cost	INR 30 Lakhs	Main Project Features	Writing Corporate Strategy of ProEcuador 2020,	Position Held	Consultant	Activities Performed	Wrote India Market Strategy for Ecuador
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Signature		Signature																																		
Date: [31/01/2021]		Date: [dd/mm/yyyy]																																		

Name of staff member: Ankita Sharma Pandey	Name of Authorized Signatory:
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**Onsite Jr. Trade Advisor – Anindita Banerjee, MBA (Certified International Trade Professional, FITT, Canada)**

### Cover Letter

Anindita Banerjee	Jr. Trade Advisor
	<p><b>Ms. Anandita Banerjee has worked as an International trade and Investment professional. She has more than 9 years of experience in International trade and investment.</b></p> <p><b>She is suitable to shoulder the roles and responsibilities of promoting Madhya Pradesh as a favorable investment destination. She has strong research and analytical for informed decision and policy making. Her International Trade and investment experience offers her the advantage of learning and working with entities from multi sectors and industries fostering a versatile work environment. She has provided valuable insight and knowledge regarding Government policies to various governments including Govt. of Quebec, Canada. She was instrumental in attracting more than 10 large scale international investments and led numerous business delegations.</b></p>

Jr. Trade Advisor Eligibility, Qualification & Experience Compliance Sheet			
Sr. No.	Criteria - Eligibility, Qualification & Experience	Onsite Junior Trade Advisor	Compliance
1	Minimum 5 years of industry experience	More than 11 years of work experience in international trade development Industry.	Yes
2	MBA/ Masters in International Business/ statistics/ data science	MBA, Diploma in International Marketing + Certified International Trade Professional, FITT, Canada + Speaks French	Yes
3	Each resource must have undertaken at least 1 project in the export promotion assignment (10 marks for each project)	Worked in more than 2 Trade development roles & have done more than 3 export assignments 1 Project = 10 Marks Maximum 10 marks	Yes 1. Consulate General of Canada 2. Embassy of France



### **Curriculum Vitae (CV)**


1.	Proposed position	Onsite Jr. Trade Advisor			
2.	Name of firm	Incubation Masters IM Private Limited			
3.	Name of staff	Anindita Banerjee			
4.	Date of birth	04.08.1984			
5.	Nationality	Indian			
6.	Education	<b>MBA, Welingkar Institute Of Management –Mumbai</b>  <b>PG Diploma Marketing Management, Welingkar Institute Of Management – Mumbai, 2012</b>  <b>Bachelor in Arts Chandannagore College University of Burdhawan. (2006)</b>			
7.	Membership of Professional Organizations	<b>Forum for International Trade professionals, FITT, Canada</b>			
8.	Training & Publications	Certified International Trade Professional, FITT, Canada			
9.	Countries of Work Experience	Only In India (Assignments of Government of France & Canada)			
10.	Languages	Language	Proficiency (good/ fair/ poor)		
			Speaking	Reading	Writing
		English	Good	Good	Good
		Hindi	Good	Good	Good
		French	Good	Good	Good
		Bengali	Good	Good	Good
11.	Employment record	Name of Organization	Position held		Duration
		Planning for Canada	Trade Facilitator		2018 Jan -present
		Royal Dry Fruits	Export Import Manager		Nov 2017- Dec 2017
		Quebec Govt Office - Mumbai	Sr. Trade Advisor		Oct 2014 - Nov 2017
		Embassy of France -Delhi	Trade Officer		Jan 2012- Oct 2014

		DCNS India Pvt. Ltd.	International project and export Manager	Aug 2011- Aug 2012																																
		Roquette Riddhi Siddhi	Marketing/ Export Professional	Mar 2008- Jul 2011																																
12.	Details of tasks assigned	<b>Analyze the trade potential and import policy of India and then to reach top companies of India, Sri Lanka, &amp; Bangladesh to promote trade ties between Quebec and South Asia. (Strategic Industries: Mining &amp; Metals, Chemicals &amp; Fertilizers, Food &amp; Beverage, Automotive, Medical Equipments and Electronics).</b>  <b>Advising and guiding French companies with their internationalization strategies in order to develop and execute an effective business strategy for India.</b>  <b>To provide consultancy related to Policy matters and solve queries related to International Trade Compliance issues of the French &amp; Canadian exporters</b>																																		
13.	Work Undertaken that Best Illustrates Capability to Assigned Handle the Tasks Assigned	<table><tr><td>Name &amp; Duration of the Project</td><td>The Minister –led Trade Mission to India (25 participants) Jan 2017- Feb 2017</td></tr><tr><td>Number of Months</td><td>2 Months</td></tr><tr><td>Location</td><td>Delhi, Mumbai, Bangaore</td></tr><tr><td>Client</td><td>Canadian Consulate (Employer)</td></tr><tr><td>Project Cost</td><td>More than INR 100 Lakhs</td></tr><tr><td>Main Project Features</td><td>Briefing with the High Commissioner, Meeting with Ministers, Networking Event at Canada House, B2B Meetings for Delegates</td></tr><tr><td>Position Held</td><td>Project Lead</td></tr><tr><td>Activities Performed</td><td>Recruitment, arranging B2Bs, developing research reports, briefing documents</td></tr></table> <table><tr><td>Name &amp; Duration of the Project</td><td>Export Workshop for Aluminium Cluster in Quebec Nov 2016- Dec 2016</td></tr><tr><td>Number of Months</td><td>2 Months</td></tr><tr><td>Location</td><td>Quebec</td></tr><tr><td>Client</td><td>Canadian Consulate (Employer)</td></tr><tr><td>Project Cost</td><td>NA</td></tr><tr><td>Main Project Features</td><td>Global Marketing Strategy Manual and Training model for Aluminium Cluster</td></tr><tr><td>Position Held</td><td>Project Lead</td></tr><tr><td>Activities Performed</td><td>Present opportunities for Quebec Aluminium companies in India. Webinars/Workshops</td></tr></table>			Name & Duration of the Project	The Minister –led Trade Mission to India (25 participants) Jan 2017- Feb 2017	Number of Months	2 Months	Location	Delhi, Mumbai, Bangaore	Client	Canadian Consulate (Employer)	Project Cost	More than INR 100 Lakhs	Main Project Features	Briefing with the High Commissioner, Meeting with Ministers, Networking Event at Canada House, B2B Meetings for Delegates	Position Held	Project Lead	Activities Performed	Recruitment, arranging B2Bs, developing research reports, briefing documents	Name & Duration of the Project	Export Workshop for Aluminium Cluster in Quebec Nov 2016- Dec 2016	Number of Months	2 Months	Location	Quebec	Client	Canadian Consulate (Employer)	Project Cost	NA	Main Project Features	Global Marketing Strategy Manual and Training model for Aluminium Cluster	Position Held	Project Lead	Activities Performed	Present opportunities for Quebec Aluminium companies in India. Webinars/Workshops
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Signature	Signature
Date: [31/01/2021]	Date: [dd/mm/yyyy]
Name of staff member: Anindita Banerjee	Name of Authorized Signatory:

**Onsite Trade Asistant – Sadhna Chaudhary, MBA (Certified International Trade Professional, FITT, Canada)**

**Cover Letter**

Sadhna Kumari Chaudhari	Trade Assistant
	<p><b>Ms. Sadhna brings on board 5+ years of experience in International Trade and Market Reseeach Industry. Sadhna has worked with Mexico’s Federal Government trade &amp; investment promotion agency as Admin &amp; Commercial Assistant.</b></p> <p><b>Sadhna completed her Masters in Business Administration (MBA) and Bachelors in Computer Application. She also completed her International trade professional course from FITT, Canada.</b></p> <p><b>She has experience in project management, market research and dealing with international clients. She was involved in developing various IT related tools for international clients. She has worked as an international project management professional across diverse sectors including FMCG, Automobile, Media, Shopper, and Technology &amp; Telecom Industry.</b></p>

Assistant Eligibility, Qualification & Experience Compliance Sheet			
Sr. No.	Criteria - Eligibility, Qualification & Experience	Onsite Assistant	Complainece
1	Minimum 3 years of industry experience	More than 5 years of work experience in international trade & research Industry.	Yes
2	Bachelors/ Master degree in international business / trade / MBA/ statistics/ data science	MBA, + Certified International Trade Professional, FITT, Canada	Yes
3	Each resource must have undertaken at least 1 project in the export promotion assignment (5 marks for each project)	Worked with Mexican Goverment & did more than 1 export assignment 1 Project = 5 Marks Maximum 5 marks	Yes 1. ProMexico 2. Neilson

### Curriculum Vitae (CV)

1.	Proposed position	Onsite Assistant		
2.	Name of firm	Incubation Masters		
3.	Name of staff	Sadhana Kumari Choudhary		
4.	Date of birth	20/04/1991		
5.	Nationality	Indian		
6.	Education	<ul style="list-style-type: none"> <li>Master's in Business Administration- Amity University Noida</li> <li>Bachelors in Computer Application-Sikkim Manipal University</li> </ul>		
7.	Membership of Professional Organizations	<b>Forum for International Trade professionals, FITT, Canada</b>		
8.	Training & Publications	Certified International Trade Professional		
9.	Countries of Work Experience	Only In India		
10.	Languages	Language	Proficiency (good/ fair/ poor)	
		Speaking	Reading	Writing
		English	Good	Good
		Hindi	Good	Good
11.	Employment record	Name of Organization	Position held	Duration
		Nielsen India Pvt.Ltd	Project Management Executive	2016 Jan -present
		ProMexico	Admin & Commercial Assistant	2014-Feb 2016
12.	Details of tasks assigned	<p><b>Helped Starting ProMexico's Mumbai office to the Project Manager &amp; Trade Commissioner.</b></p> <p><b>Was part of admin &amp; research team for developing database, pipeline of projects, SOPs etc.</b></p>		

13.	Work Undertaken that Best Illustrates Capability to Assigned Handle the Tasks Assigned	<table border="1"> <tr> <td>Name &amp; Duration of the Project</td> <td>Guide to Exporting to India for Mexican exportes Jan 2015- March 2015</td> </tr> <tr> <td>Number of Months</td> <td>3</td> </tr> <tr> <td>Location</td> <td>Mumbai</td> </tr> <tr> <td>Client</td> <td>ProMexico (employer)</td> </tr> <tr> <td>Project Cost</td> <td>Inhouse</td> </tr> <tr> <td>Main Project Features</td> <td>India Strategy, Sectors, Find Qualified Buyers, Trade Complaine, Shipping your product, Financing</td> </tr> <tr> <td>Position Held</td> <td>Researcher</td> </tr> <tr> <td>Activities Performed</td> <td>Primary &amp; secondary data research, stakeholder consultations, writing export guide</td> </tr> </table>	Name & Duration of the Project	Guide to Exporting to India for Mexican exportes Jan 2015- March 2015	Number of Months	3	Location	Mumbai	Client	ProMexico (employer)	Project Cost	Inhouse	Main Project Features	India Strategy, Sectors, Find Qualified Buyers, Trade Complaine, Shipping your product, Financing	Position Held	Researcher	Activities Performed	Primary & secondary data research, stakeholder consultations, writing export guide
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14.	Certification	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and My experience and I am available to undertake the assignment in case of an award. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if Engaged.																
Signature		Signature																
Date: [31/01/2021]		Date: [dd/mm/yyyy]																
Name of staff member: Sadhna Chaudhary		Name of Authorized Signatory:																

**Onsite Trade Asistant – Uday Pratap Singh, Bachelor's in Foreign Trade (Certified EXIM Professional, Govt of India)**

**Cover Letter**

Uday Pratap Singh Thakur	Trade Assistant
	<p>Uday brings on board 6+ years of experience in International Trade and development Industry. Uday has been the part of team Incubation Masters as a Trade assistant, and was responsible for leading Mexico's Trade Missions in India.</p> <p>He has in-depth understanding of the Trade Promotion processes and his educational background, namely bachelor's degree in Foreign Trade (3 Years) has provided him with ability to resolve the international trade issues effectively.</p>

Resource Eligibility, Qualification & Experience Compliance Sheet			
Sr. No.	Criteria - Eligibility, Qualification & Experience	Onsite Assistant	Complainece
1	Minimum 3 years of industry experience	More than 5 years of work experience in international trade & research Industry.	Yes
2	Bachelors/ Master degree in international business / trade / MBA/ statistics/ data science	Bachelors in Foreign Trade + Certified EXIM Professional by Govt of India	Yes
3	Each resource must have undertaken at least 1 project in the export promotion assignment (5 marks for each project)	Have done more than 1 export import assignments while working with Incubation Masters  1 Project = 5 Marks  Maximum 5 marks	Yes 1. Sunanda Solar 2. Incubation Masters

### Curriculum Vitae (CV)

1.	Proposed position		Onsite Assistant		
2.	Name of firm		Incubation Masters		
3.	Name of staff		UdayPratap Singh Thakur		
4.	Date of birth		05/09/1987		
5.	Nationality		Indian		
6.	Education		<ul style="list-style-type: none"> <li>- Government of India certified EXIM Professional.</li> <li>- ITC (International Trade Centre) certified logistics Professional.</li> <li>- Bachelors of Foreign Trade from IPS Academy Indore 2008</li> </ul>		
7.	Membership of Professional Organizations		Forum for International Trade professionals		
8.	Training & Publications		Certified International Trade Professional		
9.	Countries of Work Experience		Only In India		
10.	Languages	Language	Proficiency (good/ fair/ poor)		
			Speaking	Reading	Writing
		English	Good	Good	Good
		Hindi	Good	Good	Good
		French	Fair	Fair	Fair
11.	Employment record	Name of Organization	Position held		Duration
		Virtusa IT Pvt. Ltd (On-Site Google)	Sr. Analyst – Digital Innovation (Multiple Sectors)		2019-Dec Present
		Incubation Masters	Export Consultant		June 19 –Dec 19
		Sunanda Solar	Import Executive		2017-Feb 2019



12.	Details of tasks assigned	<b>Conducted extensive Overseas Market Research (Desk Research) through various sources like CBI, Import Promotion Organization and the tools developed by ITC.</b>  <b>Basic Guidelines to import into India (import policies &amp; tender process)</b>																	
13.	Work Undertaken that Best Illustrates Capability to Assigned Handle the Tasks Assigned	<table border="1"> <tr> <td>Name &amp; Duration of the Project</td> <td>Mexico Food &amp; Beverage Trade Mission to India 2019 Jan 2019 – Feb 2019</td> </tr> <tr> <td>Number of Months</td> <td>2 Months</td> </tr> <tr> <td>Location</td> <td>India (Mumbai &amp; New Delhi)</td> </tr> <tr> <td>Client</td> <td>Indo Mexico Chamber of Commerce</td> </tr> <tr> <td>Project Cost</td> <td>INR 15 Lakhs</td> </tr> <tr> <td>Main Project Features</td> <td>Arranging B2B meetings with Indian Food &amp; Beverage importers</td> </tr> <tr> <td>Position Held</td> <td>Project Manager</td> </tr> <tr> <td>Activities Performed</td> <td>B2B Meetings, Importers identification, profiling of importers, logistics execution</td> </tr> </table>		Name & Duration of the Project	Mexico Food & Beverage Trade Mission to India 2019 Jan 2019 – Feb 2019	Number of Months	2 Months	Location	India (Mumbai & New Delhi)	Client	Indo Mexico Chamber of Commerce	Project Cost	INR 15 Lakhs	Main Project Features	Arranging B2B meetings with Indian Food & Beverage importers	Position Held	Project Manager	Activities Performed	B2B Meetings, Importers identification, profiling of importers, logistics execution
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