

Gyan Sree Patnaik

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Experienced Process and Proposal Analyst with 2+ years of expertise in managing Request for Proposals (RFPs) and leading cross-functional teams to deliver customized solutions. Skilled in optimizing business operations, analyzing processes, and identifying growth opportunities within the education and technology sectors. Proven track record in collaborating with stakeholders, conducting impactful workshops and internships, and improving operational efficiency. Proficient in CRM, lead generation, and customer support, with hands-on experience in the education, law enforcement, and healthcare industries. Committed to driving organizational growth through strategic planning, market analysis, and continuous process improvement.

EDUCATION

B.A Andhra University, Vizag
Bachelor of Arts

2018 - 2021

MBA, Andhra University, Vizag
Human Resource

2022 - 2024

WORKEXPERIENCE

Proposal Analyst & BD - Datapro Computers PVT LTD

Odisha & Vizag Region (Engineering Colleges, +3 Colleges, and Diploma Institutions)

July 2024 – Currently working

- Spearheaded business operations in the education sector, focusing on identifying opportunities, proposing solutions, and ensuring seamless execution of programs.
- Successfully conducted **two workshops in reputed colleges** and **one internship program**, delivering impactful learning experiences and exceeding institutional expectations.
- Collaborated with key stakeholders, including Principals, Heads of Departments, and Deans, to understand institutional requirements and craft tailored workshops and internship programs to address their needs.
- Successfully completed **two major workshops** and **two internship programs**, providing hands-on exposure to students while achieving institutional objectives.
- Managed end-to-end execution of programs, ensuring alignment between ground-level implementation and top-management expectations for smooth delivery and effective outcomes.
- Played a pivotal role in student engagement initiatives, supporting final-year students with internship programs and academic projects, enhancing their practical exposure and career readiness.
- Contributed as a key player in ideating and planning new business ventures, exploring untapped markets, and identifying platforms for expansion to drive organizational growth.
- Ensured continuous improvement by gathering and analyzing feedback from workshops and internship programs to refine strategies and deliver enhanced value to institutions.
- Demonstrated exceptional program management and coordination skills, resulting in successful partnerships with institutions and enhanced organizational credibility in the education sector.

Proposal Analyst And SDR-Kinder Touch Technologies PVT LTD

March 2022 – 10th May 2024

- Managed end-to-end RFP processes, collaborating with Senior Managers, Technical Teams, Profitability Teams, Legal/Contract Teams, and Subject Matter Experts to create comprehensive and compelling proposals.
- Analyzed client solicitations to identify RFP requirements, deadlines, and critical issues, ensuring all responses adhered to specifications.
- Coordinated team schedules, defined milestones, assigned responsibilities, and established escalation paths for efficient RFP delivery.
- Developed a deep understanding of company solutions, contract risks, and compliance issues to create tailored and competitive responses.
- Verified all documentation and pricing approvals were finalized by management before submission.
- Ensured consistent, cohesive messaging in all RFP documentation.

Lead Generation & Sales Support

- Proactively generated leads for proposals and email campaigns, strengthening the sales pipeline.
- Identified and explored relevant events in the USA to discover new sales opportunities.
- Collaborated with U.S. clients, including police departments, medical colleges, K-12 schools, and manufacturing hubs,
- Conducted client calls to capture business needs and align them with organizational offerings.
- Successfully submitted 6+ bids across diverse industries, including law enforcement, education, automobile service

Customer Support– Myntra

April 2021–Sep 2021

- As a customer support executive, my duties included answering calls from customers, addressing their concerns about purchases and other matters, and maintaining higher call quality to provide a positive customer experience.

SKILLS&INTERESTS

Skills: RFP Management & Coordination, Proposal Development, Client Engagement & Relationship Building, Lead Generation & Email Campaigns, Lead Generation & Email Campaigns, Compliance & Risk Management, Cross-functional Collaboration, Business Needs Analysis, Program Management, Workshop Development and Execution, Internship Program Coordination, Stakeholder Collaboration, Business Development Strategies, Educational Program Design, Institutional Relationship Management, Communication and Interpersonal Skills, Problem-Solving and Decision-Making, Team Leadership and Coordination, Strategic Planning and Execution, Feedback Analysis and Continuous Improvement, Student Engagement and Mentorship, Academic Project Support, Student Career Readiness Programs, Market Research and Opportunity Identification, Tailored Program Crafting, MS Office Suite (Word, Excel, PowerPoint), CRM Tools

