



Resume

SUMIT KUMAR

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PROFESSIONAL SNAPSHOT

SNAPSHOT: Solutions focused, meticulous and results-oriented, **B.Tech in Civil Engineering** Professionally offering **2.5 years** of successful career in the field of **Business Development (Tendering Department)** distinguished by recommended performance and proven results

Proactive decision maker, targeting challenging assignments bringing the following transferable strengths:

Tendering/ Bid Management

- Searching Bid/Tender
- Preparing Project Synopsis
- Coordinating internal as well as external Liaisoning
- Searching Joint Venture Partner for Exploring Business
- Preparing Bid & Submission on time

Presales

- Meeting with Prospective Client
- Tracking new upcoming Business
- General Administration
- Prepare Business Plan

Marketing

- Relationship Management with Client as well as with Associates

- Key role in coordinating all aspects of the bid preparation process with focus on delivering effective business solutions
- Strong analytical and problem-solving skills, effective written and verbal communication skills, interpersonal skills, organizational and multi-tasking skills

OBJECTIVE

To secure a position where my existing skills in the areas of Tendering, client interaction, Business development and the ability to acquire new skills will advantage any company I work for and also i learn new aspects of Business & serve better.

PROFFESIONAL EXPERIENCE

Team Universal Infratech Private Limited

Company Profile: Team group emerged in the year 2007 to provide services to construction & infrastructure industry. We are a team of Exceptional Engineers and Managers, who believe in constantly pushing limits and delighting our clients with our exceptional delivery capabilities and state of the art technology.

Post Held: Officer-Business Development

Tenure: July 2017 to Till Date

Job Profile

- To monitor, check and register Company on various procurement websites, government portals of PSUs and other tender search portals on daily basis and identify tenders which may bring useful business to the company.
- Prepared the MIS regarding RFQ and RFP to be submitted and already submitted.
- Find out new Tender through website, newspaper and various other sources for the company as per the criteria given by upper management
- To monitor other media including various newsletters, magazines etc. regularly for getting information on upcoming tenders where company can participate.
- To understand the complete tendering process by thoroughly analyzing the tender documents and by coordinating with the Tender offering company.
- Prepare the checklist for the Projects approved by Management to analyze the requirement of client and eligibility of the company
- To disseminate information about the upcoming tender, coordinate with respective departments/ vertical head to check the Pre-Qualification Eligibility/ criteria as a individual company or Joint venture within the prescribed timeline and significance of the tender in accordance with the business of the company and to get inputs from vertical heads whether to participate in the project or not.
- To coordinate with relevant departments (Design, Engineering, Legal, Finance and Purchase for their inputs) and prepare queries for pre bid meeting and attend the pre-bid meeting with the respective vertical head responsible for that tender.
- Preparing Presentation sector wise or as per client requirement
- Digital Certificate registration/Renewal
- IEC Certificate modification
- To maintain confidentiality at all time.

PROFESSIONAL CREDENTIALS:

Professional Qualification

- ❖ B.Tech in Civil Engineering from Bharat Institute of Technology, Meerut, Uttar Pradesh (Dr. A P J Abdul Kalam Technical University).

PERSONAL INFORMATION:

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|------------------------|--|
| Father's name | : Mr. Gyaneder Singh. |
| Date of birth | : 21 st March 1994. |
| Marital Status | : Single. |
| Nationality | : India. |
| Category | : General. |
| Gender | : Male. |
| Linguistic Proficiency | : English & Hindi. |
| Hobbies | : Writing, Dancing, Travelling & Playing Cricket. |
| Present Address | : D – 42B, Sector 26, Noida – 201301, Uttar Pradesh. |
| Experience | : 2.6 years. |
| Current CTC | : INR 2.40 Lakhs. |
| Notice period | : 15 days. |

I hereby declare that all the above information given is true to the best of my knowledge & I would like to insure you that all the information are relevant and as per your requirement.

PLACE: – NEW DELHI

DATE: - 05.02.2020

(Sumit Kumar)