



SOURAV SHARMA

Over all 2+ Years of Experience in Recruitment and Tendering Domain.

PROFILE

Experienced Tendering and HR Executive with a background in Commerce and 2+ years of experience working in different industries. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers. Cut recruitment lead time by 30%. Also, improved employee effectiveness by up to 20%. Dependable and devoted executive with excellent organizational and analytical skills.

CONTACT

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HOBBIES

Cricket
Yoga
Bike Riding
Travelling

PERSONAL INFORMATION

Date of Birth- 17/05/1996
Father's Name- Bimal Sharma
Marital Status- Single
Nationality- Indian
Languages Known- English, Hindi, Rajasthani & Bengali.

EDUCATION

Bachelors of Commerce (Accounts Honors)

2015 - 2018

B.B. College, Kazi Nazrul University, Asansol, W.B

Higher Secondary (Commerce)

2013 - 2015

Dayanand Vidyalaya, W.B.C.H.S.E, Asansol, W.B

Matriculation

2013

Guru Nanak Mission High School, W.B.B.S.E, Asansol, W.B

SKILLS

Soft Skills:

1. Communication- Fluent in Positive Communication in English, Hindi and Bengali Language.
2. Ability to Work Under-Pressure - can work under pressure with various smart implementations.
3. Decision Making - Ability of taking certain decisions when required.
4. Time Management - Working and completing various tasks in the given period of time.
5. Self-Motivation - Always self-Motivated and ready to work more hard to achieve which I can't.
6. Conflict Resolution - Ending of various conflicts with smart and different methods and processes.
7. Leadership - Can guide and maintain my team in my field.
8. Adaptability - Always adaptive to the working environment and Employers behavior.
9. Teamwork - Always Friendly and Professional Relationship with my Team.
10. Creativity - Always try to execute my knowledge with Creative ideas.
11. Problem-Solving - Never under pressure with various problems. I can easily solve them with cool mind and smart moves.
12. Emotional Intelligence - Emotionally Strong enough to accept my mistakes in front of any one and ready for the reaction.
13. Active Listening - The most important key of executing works as per the requirement is active listening and as I am aware of this can never bargain with this.

SKILLS

Technical Skills:

1. Tally Erp9 - Doing purchase, sales, stock, bank, etc. entries in Tally Erp9.
2. Billing - Having an experience in preparing Tally bills for Clients.
3. M.S Office - Knowledge of Microsoft Office like Excel, Word, Etc.
4. Recruitment- Can do 15-20 Walk-ins on a daily basis.
5. Administration - Helping the certain Departments in Back Office like Accounts, HR, BDE, DME, ORM, Etc.
6. Answering Phones - Can answer various calls professionally and politely.

EXPERIENCE:

M4 SOLUTIONS PVT. LTD

TENDERING & HR EXECUTIVE

14/02/2020-Till Present

Gurgaon, Haryana

1. Searching tender online from various platforms such as Tender Tiger, Tender 247, Etc.
2. Making MIS report as Tender Pipelines for regular record and updates.
3. Participating in both online and offline government tenders through various E-Procurement sites and Government E-Marketplace (GeM Portal).
4. Preparing documents as per the requirement of Tender Documents such as various undertakings, affidavits, annexure, Authorization, Power of Attorney, Board Resolutions, Etc.
5. Making MIS report for Tenders Participated for regular follow-up from government departments regarding result and release of EMD, Etc.
6. Getting company registered to MSME and NSIC for exemption from Earnest Money Deposit (EMD).
7. Attending Pre-Bid Meetings if required.
8. Making of Bank Guarantee for Security or Performance Guarantee after allotment of tender.
9. Drafting mails and letters to government departments for queries related to tenders.
10. Coordinating with government clients and chartered accountant for providing performance certificate and Audit Report as per technical requirement of different tenders respectively.
11. Posting vacancies to different platforms such as Indeed, Monster, Naukri, Etc.
12. Shortlisting candidates for Interview by thoroughly reviewing all the company requirements.
13. Doing Line-Up of Candidates for Interview.
14. Converting Line-Up of candidate to their Walk-In's by timely follow up.
15. Providing Offer Letter to candidates after getting selected in Interview.
16. making sure that the candidate join on time by doing regular follow-up and taking updates.
17. Providing Appointment Letter to employees after joining.
18. Responsible for drafting mail in reply of any query or requirement received through e-mail.
19. Timely registration of newly joined employees to EPFO and ESIC.
20. Solving all the query of employees regarding claim of EPFO, Etc.
21. Responsible to handle the vendors and Government clients for any requirement.
22. Client Relationship
23. Administrative works such as basic requirement of office staffs, etc.

MAVEN INFOTECH PVT. LTD

BACK OFFICE EXECUTIVE

Sept-2019 to Dec-2019

Kolkata, West Bengal

1. Working on task lists.
2. Recruitment on absence of recruiters.
3. Making 40 lineups and 15-20 walk-ins on a regular basis.
4. Basic Accounting Works.
5. Helping ORM department in managing online reputation.
6. Working with digital marketing executives and helping them to generate leads.
7. Maintaining cheque-payin slip and payment reports for the company director for further payment.
8. Helping BDE's to prepare various reports by providing certain research reports, etc. as per their need.
9. House Keeping management.
10. Vendor Management.
11. Renewal of company documents.
12. Administration works.

CREATIONS

12/06/2018 to 31/08/2019
Kolkata, West Bengal

1. Preparation of Bills and Challans.
2. Doing Basic Accounting works in Tally Erp9 like bank entries, bill generation, voucher entries, etc.
3. Participating in both online and offline government tenders through various E-Procurement sites and GeM Portal.
4. Uploading products in Government e-marketplace.
5. Attending Pre-Bid Meeting for general tender queries.
6. Preparation of NSIC, MSME, ETC Necessary documents for tenders.
7. Preparing the update report of Customer Queries.
8. Responsible for various Banking Transactions like preparing Demand Drafts, FDR and Bank Guarantee for EMD, Security Deposit, Etc.
11. Generating Sales and Leads through basic digital marketing.
12. Maintaining Customer Relationships by solving their queries.
13. Managing Certain Office Staffs and Vendors.
14. All Administration Works like, house-keeping management, payment of vendors, etc.
15. Participation in various Planning and Controlling activities.
16. Auditing of various entries in Tally Erp9 through available documents such as vouchers, bills, etc.
17. Generating ESI Challans and doing payment of certain office Staffs.
18. Maintaining the Transportation authorities of different states for delivery of day to day orders.
19. Handling General office Expenses and preparation of cash book for the same.

FREELANCER

June-2018- Till Present
Work from Home

1. Participating in Government Tenders for various clients through E-Procurement sites and Government E-Marketplace (GeM Portal).
2. Uploading Products to GeM Portal as per Client Requirement.
3. Getting Service Experience Approved and making clients company eligible to bid in various tenders at GeM Portal.

REWARDS & RECOGNIZATION

1. **G- Next Education-** Certified by G- Next education for acquiring 2nd position in the entire shilpanchal at English poem recitation program.
2. **News Moment-** Certified by News Moment for participating in the English poem recitation.
3. **Health of Preventive Awareness-** Certified for attending the emergency health check-up program by institute of health of Preventive Awareness.
4. **Unicom-** Certified by Unicom for acquiring scholarship with 80% marks.

AREA OF INTEREST

1. Share Market
2. Politics

Declaration:-

I hereby declare that the information given above is true and correct to the best of my knowledge.

Date:

Place: Gurgaon

(Sourav Sharma)