

SHUBHAM SHARMA

(B.TECH-ELECTRICAL & ELECTRONICS ENGINEERING)

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CAREER OBJECTIVE

To establish myself as a successful person with excellence in terms of achievement, creativity and dedication so as to join an organization, which provides opportunities to learn, grow and improve the scope for implementing my skills thereby contributing to the growth of the organization.

SUMMARY

Current Location	Noida
Experience	3 Years
Current position	Sr. Engineer - Tendering
Company	Jakson Limited
Preferred Locations	Pan India
Areas of Interest/Experience	BD & Tendering, Presales, Post Sales, Estimation, Purchase

WORK EXPERIENCE

Present Employer:-

October 2015 – Present

M/s. Jakson Limited

Working as a Senior Engineer - Tendering.

Roles & Responsibilities:

- Responsible for exploring National and International tenders from different websites like Government/PSU/Private for turnkey projects for transmission & distribution and substations.
- Preparation of tenders list & checking out pre-qualification and discuss with the manager for finalizing the tenders to participate in bidding.
- Preparation of various technical bids, its documentation, and preparation of commercial bid as per specifications.
- Floating enquiries to multiple vendors with detailed specifications (GTP) for supply material & collection of quotations with detailed particulars.
- Review and preparation comparison statement for supply material and negotiating the prices with the vendors to get the best competitive pricing.
- Evaluation of Project Management and Summary to each tender.
- Attending price bid opening meetings and preparation of comparison chart / Analysis report etc.
- Keeping track of live (submitted) tenders from floating of tenders up to award of work.

- In case of award of work coordinate for following formalities:
 - Attend Post Bid / Pre-award discussions and preparation of MOM.
 - Verification / study of LOA / LOI / Detailed order in line with specifications and check for deviations, if any.
 - Submission of order acceptance along with deviations, if any.
 - Arrange/ Submission of Performance BG / Advance BG for the project and executing / Signing of Contract Agreements.
 - Contract book binding and distribution of copies to HO / Site / Client.
 - In case of unsuccessful bidder, applying for refund of EMD BG / EMD DD.
 - Tracking of EMD refund payment by making constant follow-up including personal visits to customer's office.
 - Maintaining the database of vendors and supply material with updated prices.
 - BD presentations to clients, vendors and JV partners.
 - Entering into pre bid tie-ups with clients on case to case basis.
 - Preparation of monthly MIS report about tenders & business.
 - Maintaining the database of Works awarded, tenders in pipe line, tender results, forthcoming tenders and related bank guarantees details (Ledger).

Previous Employer:-

April 2015 – August 2015

M/s CORODEX GROUP (SET SANAYI ELEKTRIK TESISAT TAAHHUT VE TICARET INDIA PRIVATE LIMITED, NOIDA)

Worked as a GRADUATE ENGINEER TRAINEE.

Roles & Responsibilities:

- Preparation of Pre-Qualification Documents, Purchase Orders Bill of Quantities, Letter of Indents,
- Costing Sheets.
- Reading of Single Line Diagrams
- Meetings with clients and negotiations.
- Floating of Enquiries related to purchasing of items for projects and taking regular follow ups of these by desirable vendor management.
- Preparation of future working plans for projects (Especially Training Centers).
- Basic knowledge of working plans in Rural Electrification Projects of Madhyanchal Vidyut Vitran Nigam Limited.
- Preparation of Tendering Documents and Notice Inviting Tenders.

MAJOR ORDERS

- **Rural/Urban Electrification-**
DVVNL 93 Crores, MVVNL 73 Crores, JdVVNL 40 Crores, MSEDCL 300 Crores, JBVNL 105 Crores, PuVVNL 630 Crores
- **EHV Substations & Transmission Lines-**
UPPTCL (132 & 220 Kv) 40 Crores, JUSNL (132 & 220 Kv) 185 Crores
- **Metro-**
DMRC 3 Crores

EDUCATIONAL CREDENTIALS

EXAMINATION	BOARD/UNIVERSITY	YEAR	AGGREGATE %
B.Tech (EEE)	UPTU- Lucknow	2015	73.00
Intermediate	CISCE-ISC	2011	82.50
High School	CISCE-ICSE	2009	80.00

MANAGERIAL SKILLS

- Able to work under pressure and meet the dead lines
- Flexible attitude & positive approach
- Effective communication & negotiation skills
- Problem solving & decision making
- Effective planning & delegation skills
- constantly maintaining high levels of accuracy
- Result oriented
- Supportive team player with positive working attitude

ACHIEVEMENTS

- **Awarded by Mr. Popular Award** for the batch 2011-15 of Vidya College of Engineering, Meerut.
- **First Prize** for being Best CO-ORDINATOR of annual sports fest of Vidya Knowledge Park, Meerut- U.P., in Inter Departmental Debate Competition, Environment Conservation Activities by Green Force at Vidya Knowledge Park, Meerut- U.P. and in Social Awareness Quiz.
- **Second Prize** in I-Shoot (Documentary Making) during Nirvana-14.
- **Third Prize** in Inter Departmental Speech Competition.

Personal Details:

FATHER'S NAME	MADAN PAL SHARMA
MOTHER'S NAME	MAMTA SHARMA
NATIONALITY	INDIAN
DATE OF BIRTH	17-09-1993
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