**SRIDEEPA CHATTERJEE**

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***Detail oriented and articulate tender professional and project coordinator. Possesses excellent communication skills, strong work ethic and drive for successful results***

**CAREER OBJECTIVE**

Intend to build a career with leading corporate of high-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential in the industry. Work as a key player in a challenging and creative environment to build up my career with a perspective of success and quality.

**PROFILE SUMMARY**

* 2+ years of extensive experience in **Project Coordination, Project Management**, **Tender design and development**, **Pricing**, **Purchase Order Preparation**, Placing Orders, Vendor relationships management, **Service Delivery**, **Tender Proposal and Contract Development**, **Contract Negotiations and Site Project Coordination** within the Power Generation & Distribution Systems industry.
* Basic understanding of programming languages **Java, J2EE, C and SQL**
* Proficient in **Customer Relations, Client Management**, **Stakeholder Management**, **Client engagements**, **scoping**, **analyzing key information**, **AutoCAD**, **problem solving**, **teamwork**, **development process fundamentals** and **requirements gathering**.
* Well conversant with **maintaining all project details (Material and Payment status)** DMR **Sheets** in MS Excel and preparation of **tenders, RFIs & RFQs** including specifications, scopes, BOQs etc. Adept knowledge with PowerPoint presentations, MS Outlook,Microsoft Office Tools, Project Management tools and debugging techniques**.**
* A quick learner, adept in learning new concepts and proficient in understanding industry needs and implement accordingly, thus creating value for the company, analyzing and resolving malfunctions, using exceptional technical and communication skills.
* Ability to express technical concepts clearly to stakeholders and non-technical members.
* An effective team player with excellent interpersonal, logical thinking & analytical abilities.
* Completed summer vocational training from **WBSETCL** and winter vocational training from **Sterling and Wilson Pvt Ltd**.

**WORK EXPERIENCE**

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| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| Defa Lighting Solutions Pvt Ltd | Executive Quantity Surveyor | June 2017 – Sept 2017 |
| Sterling And Wilson Pvt Ltd | Trainee Engineer(Electrical Tendering) | Oct 2016- June 2017 |
| Sadashiv Project and Services Pvt Ltd | Junior Engineer | June 2015 - Sept 2016 |

**KEY PROJECTS**

1. **DEFA lighting Solutions Pvt Ltd**

Organization : Defa Lighting Solutions Pvt Ltd, Bangalore, India

Role : Executive Quantity Surveyor

Project Detail : Tender Design, Pricing, Purchase Orders and Project Coordination

Team Size : 10 members

Location : Bangalore, Karnataka

Clients Served : Ellucian, Goldsman Sachs, Novarties, VISA, Shobha Developers, Infosys, Facebook

Brigade, Mindtree, etc.

**Roles and Responsibilities:**

* Study/Review of tender documents, scope of work, drawings, BOQ, specifications, client’s requirement and etc. from the tender documents for proper estimating works.
* Preparing technical queries for ambiguities in drawings, specifications and BOQ.
* Co-ordination with quantity surveyors and material take off when required.
* Prioritize RFQ’s that require more time to get quotation and major cost items.
* Prepare & send RFQ for all the items to all the approved/ approved equal suppliers/ sub-contractor to obtain required quotations.
* Follow up with the supplier/sub-contractor to obtain quotation in time, clarify to all their queries and meetings with the supplier/ sub-contractor when required.
* Technical Evaluation of supplier/sub-contractor quotations as per tender requirements.
* Pricing material and labor cost of each BOQ item in the price comparison sheets, by using the quotations and a pre–determined manpower production rates.
* Preparing Price comparison sheet for each system and final cost summary.
* Preparing BOQ unit prices as per tender BOQ format and filling.
* Formalize terms and conditions for delivery and payment according to client requirements.
* Check all the addendums and communications received from the client, ensuring that all items are being clarified and considered in the pricing.
* Attend Pre-Bid meetings.
* Attend meetings, trainings as scheduled or organized by management.
* Enter into meetings with customer for sales and pre sales pitch (by making presentations and cost estimation)
* Review customer requirements and purchase orders after successful sales.
* Placing orders to appropriate venders
* Coordinating end to end execution of order lifecycle (from material dispatch to materials received at site)
* Maintain financial reports of orders and materials.
* Prepare metrics reports of orders placed and material status over time and report to top management and sales for prospective sales.

**2. Sterling & Wilson – Electrical Tendering**

Organization : Sterling & Wilson, Bangalore, India

Role : Electrical Engineer Trainee

Project Detail : Tender Design, Pricing and Project Coordination

Team Size : 10 members

Location : Bangalore, Karnataka

Clients Served : Huawei Technologies, Atkins Digital office Project, IFPPL Tumkur, Mysore Forum Mal

KCT, Amin Properties, Embassy Galaxy Mall, Ingersol Rand, Hyatt place, etc.

**Roles and Responsibilities:**

* Study/Review of tender documents, scope of work, drawings, BOQ, specifications, client’s requirement and etc. from the tender documents for proper estimating works.
* Preparing technical queries for ambiguities in drawings, specifications and BOQ.
* Co-ordination with quantity surveyors and material take off when required.
* Prioritize RFQ’s that require more time to get quotation and major cost items.
* Prepare & send RFQ for all the items to all the approved/ approved equal suppliers/ sub-contractor to obtain required quotations.
* Follow up with the supplier/sub-contractor to obtain quotation in time, clarify to all their queries and meetings with the supplier/ sub-contractor when required.
* Technical Evaluation of supplier/sub-contractor quotations as per tender requirements.
* Pricing material and labor cost of each BOQ item in the price comparison sheets, by using the quotations and a pre–determined manpower production rates.
* Preparing Price comparison sheet for each system and final cost summary.
* Preparing BOQ unit prices as per tender BOQ format and filling.
* Check all the addendums and communications received from the client, ensuring that all items are being clarified and considered in the pricing.
* Preparing Qualifications, Assumptions and Exclusions if any.
* Preparing price analysis, proposed vendor list, data sheet and qualifications as applicable.
* Attend Pre tender meetings and site visits.
* Attend meetings, trainings as scheduled or organized by management.

1. **Sadashiv Project and Services Pvt Ltd - Electrical Engineering**

Organization : Electra Applicances

Role : Jr. Electrical Engineer

Project Detail : Project Coordination, Estimation and Tender Design

Team Size : 3 members

Location : New Delhi

Client : GAIL, Pata

Project Description : Construction of 220/33 KV, 2x50 MVA Substation at GAIL

**Roles and Responsibilities:**

* Prepare purchase specifications, preparing and sending enquiries and preparing overall vendor quotation.
* Receiving offers for various supply materials.
* Submission of offer along with terms and conditions to client after management approval.
* Making Daily Manpower Report.

1. **Sadashiv Project and Services Pvt Ltd - Electrical Engineering**

Organization : Electra Applicances

Role : Jr. Electrical Engineer

Project Detail : Project Coordination, Estimation and Tender Design

Team Size : 5 members

Location : New Delhi

Client : UPPTCL

Project Description : Construction of 2 Nos. 220 KV Substation with 10 Nos 220 KV Bay and 8 Nos 132 KV Bay including erection of 4X100 MVA Power Transformer at Mahoba & Phillibit

**Roles and Responsibilities:**

* Prepare purchase specifications, preparing and sending enquiries and preparing overall vendor quotation.
* Receiving offers for various supply materials.
* Submission of offer along with terms and conditions to client after management approval.
* Making Daily Manpower Report.

1. **Sadashiv Project and Services Pvt Ltd - Electrical Engineering**

Organization : Electra Applicances

Role : Jr. Electrical Engineer

Project Detail : Project Coordination, Estimation and Tender Design

Team Size : 5 members

Location : New Delhi

Client : HSIIDC

Project Description : 2X100 MVA, 220/132/33 KV Substation at Bawal with 5 Nos 220 KV Bay and 6 Nos 132 KV bays including supply and erection of Power Transformer and all civil work

**Roles and Responsibilities:**

* Prepare purchase specifications, preparing and sending enquiries and preparing overall vendor quotation.
* Receiving offers for various supply materials.
* Submission of offer along with terms and conditions to client after management approval.
* Making Daily Manpower Report.

1. **Project:** Harmonic Contribution in Discharge Lamps

**Project Description:** From electrical point of view, discharge lamps are known as non-linear loads as its voltage ampere characteristics are nonlinear. So it introduces harmonics in electrical circuits. Moreover, any discharge lamp requires ballast as current limiter. Inductive element, i.e. magnetic ballast is used as current limiter to minimize energy loss compared with resistive element. This magnetic ballast also introduces harmonics in lamp circuit if circuit current lies in the saturation region of the core material. To maintain competitive cost of the commercial ballasts, in most of the practical cases they are operated in saturated region at rated supply voltage. So almost all commercial magnetic ballasts introduce harmonics in lamp circuit.

**SCHOLASTIC**

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| --- | --- | --- | --- | --- | --- | --- |
| **Degree / Certificate** | **Degree** | **Discipline** | **Institute** | **Board /**  **University** | **Year of Passing** | **DGPA** |
| Graduation | B.Tech | Electrical Engineering | Narula Institute Of Technology | WBUT | 2015 | **7.62** |
| 12th | AISSCE | Science | Chinmaya Vidyalaya | CBSE | 2011 | **72.8** |
| 10th | AISSE | Science | Chinmaya Vidyalaya | CBSE | 2009 | **80.16** |

**CORE COMPETENCIES**

|  |  |
| --- | --- |
| **Technology** | **Tools** |
| Quotations/tender making | MS Excel |
| DMR Sheets | MS Excel |
| Tender working | SAP |
| Presentations | Microsoft office PowerPoint |
| SLD | AutoCAD |
| Functional Areas/Domain Expertise | Tender Design, Pricing |
| Business Development/Productivity Tools | MATLAB, SIMULINK, AUTOCAD, SAP |

**PERSONAL SNIPPETS**

**Date of Birth :** 21st July 1992.

**Sex :** Female

**Nationality :** Indian

**Passport :** J8624627

**Date of issue :** 21/07/2011

**Date of expiry :** 20/07/2021

**LANGUAGES KNOWN**

English, Hindi and Bengali

**EXTRA CURRICULUM**

***#*** Got scholarship for obtaining highest marks in school in class 12th boards in English (i.e 95/100).

***#*** Involved in various cultural activities held at School and College level.

**HOBBIES AND INTERESTS**

Writing diary, Watching films, eating out, Listening to music, Cooking, Surfing the internet.