**Shivendra Singh**

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Gurgaon, Haryana

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| **Summary** |

* Proposal Manager with 9 years 8 months experience in Proposal/Bid Management, RFP/RFI Solutioning, Sales Strategy, Team Management
* Experienced in providing Digital Transformation Products & Services, (e.g., Cloud ERP, Cloud CRM, Analytics & BI Tools, Mobile Apps), Digital Marketing Solutions, Application Development & System Integration services
* Currently working in Deloitte, Government & Public Services Sector, as a Pursuit Manager
* MBA in Marketing from Great Lakes Institute of Management, Chennai
* B. Tech in Electronics & Telecommunication from UPTU

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| **Professional Experience** | | | | | |
| ***Pursuit Manager, Deloitte, GPS Pursuit Team*** | | | ***Oct 2021 - Present*** | | |
| **Roles and Responsibilities** | * Working on US State Government and Public Sector RFPs * Experienced in managing large and complex proposals which involve 100+ stakeholders, conducting kick-off calls, managing color reviews etc. * Leading and mentoring the GPS pursuits team * Leading GPS L&D initiative, Gurgaon team well-being Initiative * Received 2 awards for high performance and my contribution to the team. | | | | |
| ***Proposal Development Specialist, American Express GBT, Global Deal Consulting Team*** | | | | ***Aug 2017 – Oct 2021*** | |
| **Roles and Responsibilities** | | * Responding to RFPs/RFIs, Creating & Executing Bid Plans, conducting kick-off calls with stakeholders, collaborating with teams to ensure all milestones are met * Working with Sales, Client Management, Solution Architects, Pricing & Tech teams for strategizing solution and crafting proposals * Developing strong business proposals/client presentations narrating our capabilities and unique value proposition * Positioning appropriate Products, Platforms & Services for creating compelling, customized sales materials * Preparing & Managing Sales and Marketing Collaterals, Case Studies, reusable slides in the Content Management Tool * Maintaining deal pipeline and tracking bids progress using Salesforce | | | |
| ***Business Development Analyst, Cognizant Technology Solutions, Digital Operations (Technology Vertical)*** | | | | ***June 2015 –July 2017*** | |
| **Roles and Responsibilities** | | * Responding to World’s Leading Technology and Born Digital Companies RFPs/RFIs in the domain of Digital Marketing, Ad Operations, Social Media Marketing, Cloud Data Quality Management, Content Moderation etc. * Collaborating with internal teams for Capability Gathering, Sales Strategy, Solution Designing and Marketing collaterals development * End-to-end management of proposals and client presentations * Business Project Commercial modelling & Customer Profitability Analysis * Awarded “Ace of Rookies” for fastest learning and implementation | | | |
| ***RF Engineer, Nokia Siemens Networks, Network Planning & Optimization*** | | | | | ***Feb 2010 – Feb 2011*** |
| **Roles and Responsibilities** | * Led team of 5 for managing GSM network & improving performance * Interacted with clients & sales for network improvement & driving sales * Handled technical client cases for resolving issues & increasing CSAT * Monitored live network connectivity, gathered and analyzed data for troubleshooting & optimizing the network * Provided trainings to engineers within the team for improving Technical & Client Servicing Skills | | | | |

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| **Projects** | | | | |
| ***Saras Equipments (Startup Experience)*** | | | ***April 2011- August 2012*** | |
| * Handled the operations such as inventory sourcing, quality management, timely product delivery * Managed clients for order requests, payments, timely installation & commissioning of the product * Analyzed the market and built strategies for market penetration | | | | |
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| **Academic Achievements** | | | | |
| **Degree** | **Year** | **Institute/ Board** | | **Percentage/ CGPA** |
| MBA | 2013 – 2015 | Great Lakes Institute of Management, Chennai | | 2.80/4.0 |
| B.Tech | 2005 – 2009 | Vishveshwarya Institute of Engineering & Technology | | 68.76% |
| Class XII | 2004 | Indore Public School/CBSE | | 70.20% |
| Class X | 2002 | Indian Language School/CBSE | | 75.60% |