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|  |  | SHANTANU SINHA |
| **PROFILE**MBA in Finance with 13 years of experience in Business Development, Finance, Liasion, and Tendering. Articulate with storng business insights capable of establishing credibility with senior players.**CONTACT**PHONE:+91 – 9958381044ADDRESS: Flat No: 1140, GH 5&7,Paschim Vihar, New Delhi-110087E-mail: shantanusinha500@gmail.com**HOBBIES**PaintingListening to MusicSportsReading |  | WORK EXPERIENCE**Company Name:** M/s. Patel Engineering Limited, Jogeshwari, Mumbai (Posted at Delhi Office, Green Park)**Job title:** Senior Officer (Business Development)**Duration:** April 2012 till Date (8 Years and 4 Months)**Achievements:*** Liaison with Government Authorities and Public Sector Undertakings (PSU)
* Achieved success in tendering and award of contracts
* Business Development in State Government Departments and PSUs
* Proposal Management
* Bank Communication/Liaison for Bank Guarantee
* Handled team of ten people
* Attended Pre-Bid Meetings and involved in Industry Association representation
* Actively involved in providing Back Office Support
* Preparation of Minutes of Meetings, Reports Documentation and Filing of office records

**Company Name:** M/s Metalsrussia (India) Private Limited (Gurugram)**Job Title:** Assistant Manager (Marketing and Finance)**Duration:** January 2008 to March 2012 (4 Years and 2 Months)**Achievements:*** Developing and maintaining relations with international clients AzovMash, Ukraine & United Kingdom
* Planning and arranging for International and National Travel, Passport and Visa, Ticketing, hotel stay and

handling meetings/conferences of foreign delegates* Arranging meeting and Co-coordinating between International clients and Bokaro Steel Plant, India.
* Inter-Department (Production, Service) and Sales Office Communication
* Vendor Management: With new vendors both National and International.
* Procurement and Import of Heavy Engineering Equipment, Forging, Cathodes and Anodes.
* Dealing and follow up with national and International clients
* HR responsibilities: Maintaining attendance records, verification and processing bills for payment of the Outsourced Job.
* Handling and resolving financial queries
* Administrative and Other Responsibilities: Filling, handling of bills and its reconciliation
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|  |  | **Company Name:** DESEIN**Job Title:** April 2006 to November 2007 (1 Year and 6 Months)**Duration:** Management Trainee**Achievements:** * Created and designed Project Report on the topic “Economic Evaluation of Power Plants”. Conducted financial evaluation and comparison between coal based and gas-based power plants.
* Maintenance of office records
* Handling of Invoice
* Finance cost optimization
* Product costing/valuation
* Cash Flow Forecasting
* Capital Budgeting
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|  |  | EDUCATION

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| Degree | Main Subjects | Year of Passing | University / Institute |
| Management of Business Finance | Marketing, Finance & Accountancy | 2007 | Indian Institute of Finance, Greater Noida |
| Bachelor of Science (Hons. Botany) | Botany, Zoology & Chemistry | 2003 | Hansraj College, University of Delhi |
| A.I.S.S.C.E (XII) | English, Mathematics, Physics, Chemistry & Biology | 1998 | C.B.S.E. Board, D.A.V. Jawahar Vidya Mandir, Shyamali, Ranchi |
| I.C.S.E. (X) | English, Hindi, Mathematics, Science and Social Science | 1996 | I.C.S.E. Board – St Xavier’s school, Ranchi |

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|  |  | SKILLS* Good verbal and written communication skills
* Self-motivated and passionate about work
* Cordial and amicable to work with
* Typing (31 WPM, with 95% accuracy) and Documentation
* Computer Skills: Have working knowledge of Microsoft Word, Microsoft Excel, Microsoft Power Point, and Adobe PDF Writer.
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