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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 – 9958381044  ADDRESS: Flat No: 1140, GH 5&7,  Paschim Vihar, New Delhi-110087  E-mail:  shantanusinha500@gmail.com  **HOBBIES**  Painting  Listening to Music  Sports  Reading |  | 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 | |
|  |  | | **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 |
|  |  | | EDUCATION  |  |  |  |  | | --- | --- | --- | --- | | 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 | |
|  |  | | 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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