

**Career Objective**

To work in a challenging environment where I can contribute significantly to the organization and develop my overall profile.

**Experience**

Over 13 years' experience in Tendering, Business Development, Sales, Marketing & Project especially in oil & gas sector.

**Career Highlights****Achievements in Tendering, Proposals & Marketing**

- Have been a part of team secured orders from ONGC, OIL, IOCL, GAIL and United Nations.

**Project Management**

- Was associated in mobilization of drilling rigs for Karaikal and Ahmedabad.
- Was actively involved in documents for project management, preparing LD cases and claims for OEC for 8 drilling rigs including 4 for Assam, 2 each for Rajahmundry and Tripura.

**Work Experience**

<b>Employer</b>	<b>Working as freelancer</b>
<b>Period</b>	<b>Feb 2022 to Present</b>
<b>Designation</b>	<b>Handling Business Development</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Sourcing of Equipment, chemicals etc. from overseas OEM</li><li>• Arranging Business Tie-up's for Oil and Gas Companies</li><li>• Contractual meetings</li><li>• Preparation of offers</li></ul>

<b>Employer</b>	<b>Shree Sai Oil &amp; Gas Consultancy Services, New Delhi/ Ajmer</b>
<b>Period</b>	<b>Nov. 2019 to Jan 2022</b>
<b>Designation</b>	<b>Assistant Vice President – Sales &amp; Marketing</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Preparation of proposal/ offer for Heat Resistance Lining, Cladding, Insulation, Down hole tools etc.</li><li>• Floating RP/ RFQ, Inventory Management, Revenue generation</li><li>• Contractual meetings including negotiation meet</li><li>• Pre-order and post order communication</li><li>• Submission of bills and follow-up for payments</li><li>• Coordinating and establishing rapport with existing clients.</li><li>• To identify and develop new business potentials</li><li>• Look after the sales cycle until dispatching.</li><li>• Payment follow-up with clients.</li></ul>

<b>Employer</b>	<b>AAR ESS Exim Pvt. Ltd., Noida</b>
<b>Period</b>	<b>Oct 2016 to July 2019</b>
<b>Designation</b>	<b>Senior Manager - Marketing (Projects &amp; Proposal)</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare proposals and execution of projects for marble &amp; granite processing, Telecom fiber, Safety equipment, Drilling equipment etc.</li> <li>• Establishing rapport with existing and prospective clients</li> <li>• Building new contacts, maintaining them and networking with major Clients.</li> <li>• Post offer communication and follow-up with client.</li> <li>• Keeping track of developments at client's end</li> <li>• Co-ordinate &amp; Correspondence with client for billing issues for various projects.</li> <li>• Compile Offer for final inputs by seniors and thereafter submission</li> <li>• Identify and develop new business potentials.</li> <li>• Payment follow-up with clients.</li> </ul>

<b>Employer</b>	<b>Shiv-Vani Oil &amp; Gas Exploration Services Ltd., New Delhi</b>
<b>Period</b>	<b>May 2011 to Sep 2016</b>
<b>Designation</b>	<b>Senior Manager - Business Development (Tendering &amp; Project Coordination)</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Preparation of offers for charter hire of drilling, workover, directional drilling</li> <li>• Proposals for charter hire of gas compression services, Coil Tubing Unit, Mud Engineering, Cementing Services</li> <li>• Scan newspapers and web sites for NIT's</li> <li>• Attend Pre-bid meet and pre-bid communication</li> <li>• Arrange resources for preparing &amp; submission of offer including technical back-ups, back up offers, pre-bid engineering, estimation and compilation.</li> <li>• Post offer communication and follow-up with client.</li> <li>• Building new contacts, maintaining them and networking with major Clients.</li> <li>• Keeping track of all upcoming business opportunities in Drilling &amp; Work over (On land as well as Offshore).</li> <li>• Visit clients periodically to know clients upcoming projects.</li> <li>• To identify and develop new business potentials</li> <li>• Establishing rapport with existing and prospective clients.</li> <li>• Attending the pre bid meetings.</li> <li>• Preparation of techno-commercial bids for the tender.</li> <li>• Pre tender Liaising / communication with prospective clients.</li> <li>• Arrangement of third-party inspection at site. Communication with TPI Agency, negotiating with them &amp; final deputation to sites for pre tender inspection</li> <li>• Keeping track of developments at client's end with respect to Bids submitted and facilitating and expediting replies to Technical Queries (TQs)/ Commercial Queries (CQs) raised by client.</li> <li>• Co-ordinate &amp; Correspondence with client for billing issues for various projects.</li> </ul>

<b>Employer</b>	<b>Grand Prix Engineering Pvt Ltd, Faridabad</b>
<b>Period</b>	<b>April 2009 – April 2011</b>
<b>Designation</b>	<b>Executive – Business Development</b>
	<ul style="list-style-type: none"> <li>• Scan web sites and newspapers for NIT and EOI</li> <li>• Prepare Synopsis of NIT for decision making by higher up.</li> <li>• Attend pre-bid meets</li> <li>• Follow-ups with technical section and material management for back-up offers and compliance of technical requirement of the tender/ RFQ.</li> </ul>

	<ul style="list-style-type: none"> <li>Follow-up with Finance, Business Development and Accounts for bid bonds, balance sheets</li> <li>Compile Offer for final inputs by seniors and thereafter submission / up-loading on web page</li> </ul>
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<b>Employer</b>	<b>Raj Khosla &amp; Company Pvt Ltd (Associate of Citi Bank)</b>
<b>Period</b>	<b>May 2008 – March 2009</b>
<b>Designation</b>	<b>Relationship Manager</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>To approach HNI clients for CITI BANK credit card</li> <li>Follow Up the leads and generate leads by cold calling and through references.</li> <li>Self-sourcing of corporate clients</li> <li>Handling a team of sales executives</li> <li>Recruitment, training, grooming, motivating sales team and objecting setting.</li> <li>Cross sell of other financial product Personal loan, LAP, Auto loan, Insurance</li> </ul>

### **Education Credentials**

- **MBA – Marketing from** Indian Institute of Planning and Management, New Delhi in year 2008.
- **B. COM. – Bachelor of Commerce** from Maharishi Dayanand Sarasvati University in 2005.

### **Personal BIO**

Date of Birth	5 <sup>th</sup> Dec. 1984
Permanent Address	8/870, Chandra Colony, Madanganj – Kishangarh, Raj.
Citizenship	Indian
Marital Statues	Married
Passport	Valid Passport