

CURRICULAM VITAE

Rishav Sarkar

📍 Ranchi Jharkhand

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PROFESSIONAL SUMMARY

I am, an MBA graduate in IT and Fintech, currently working as a Junior Analyst in Contracts and Procurement department at GAIL India Limited. My role focuses on contract analysis and procurement management. I have prior experience more than a year as a Business Development Manager at Streamline Beauty India Pvt Ltd, where I helped drive market growth. I'm skilled in Lean Six Sigma, Microsoft Power BI, and SAP, which I leverage to optimize business processes and deliver results.

EXPERIENCE

➤ Principal Employer - GAIL (INDIA) Limited

➤ Employer - Venturer Engineers

August 2024 – April 2025

Contract and Procurement Analyst, working at GAIL (I) LIMITED, Ranchi in Contract & Procurement department. Responsibilities include:

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| ▪ Facilitated the PR to PO Cycle | ▪ Creation of tenders | ▪ Issuance of RFPs / RFQs |
| ▪ Documentation | ▪ Price Negotiation | ▪ Material Management |
| ▪ Creating Purchase Orders (PO) through SAP | ▪ Logistics Management | ▪ Technical and Commercial evaluation of bids |
| ▪ Vendor Management / Vendor payment | ▪ Management Information System (MIS) | ▪ Publishing of tenders on GeM & NIC Portals |
| ▪ Contract Management | | |

➤ Streamline beauty India Pvt Ltd

January 2023 - December 2023

BUSINESS DEVELOPMENT MANAGER, working at Streamline beauty India Pvt Ltd in sales department. Responsibilities include:

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| ▪ Identifying opportunities: Researching and finding new business opportunities, such as new markets, trends, and customers | ▪ Generating leads: Generating leads through networking and cold calling | ▪ Building relationships: Developing and nurturing relationships with customers, clients, and partners |
| ▪ Understanding customer needs: Assessing client needs and the company's ability to meet them | ▪ Setting goals: Setting goals and developing plans for business and revenue growth | ▪ Creating sales strategies: Developing and implementing sales strategies |
| ▪ Training staff: Training business development staff and junior salespeople | ▪ Attending events: Attending conferences and industry events | ▪ Preparing reports: Preparing status reports on goals and producing reports for management |
| ▪ Creating sales presentations: Preparing sales presentations and participating in sales meetings | ▪ Monitoring prices: Forging solid pricing strategies regarding competitors' moves and market trends | ▪ Developing quotes and proposals for prospective clients |

EDUCATION

❖ **Masters in Business Administration (MBA) in IT & Fintech**

Completion: 2024

Manipal University, Jaipur

❖ **Bachelor of Science (Chemistry)**

2016-2019

IEC university, Himachal

SKILLS

- SAP MM Module
- Ms- Word
- Ms- Excel
- PowerPoint
- Power BI
- Lean six Sigma (yellow belt)
- Chat GPT and AI

ACHIEVEMENTS & AWARDS

- ❖ Represented Both State and District Cricket team in Jharkhand.
- ❖ Represented Jharkhand Powerlifting Championship and won silver and bronze.
- ❖ Participated in various individual and team events.

INTERESTS

- Reading novels, biographies and autobiographies
- Outdoor sports
- Listening to music

LANGUAGES

- Hindi
- English