

CURRICULAM VITAE

Rishav Sarkar

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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:

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

➤ **Streamline beauty India Pvt Ltd**

January 2023 - December 2023

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

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