

**Name: Abhijeet Kumar Sahu**

**Date of Birth:** 21<sup>st</sup> June 1985

**Key Words:** B Sc., PGDM (Marketing & Finance), Business Development & Client Servicing (B2B)

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**Objective:** To obtain a sales or/and Marketing position in an MNC or/and a Company of repute to upgrade my skills vis 'a' vis organization by way of continuous development.

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### **Professional Experience II: (In ECE Industries Ltd.- Transformer Division)**

**Company Profile:** A **Public Limited**, leading, quality and bulk supplier of Power Transformers up to 220 kV, 100 MVA, belongs to the "B.K.Birla Group of Companies", serving the power sector, Industries and Infrastructure sector for over Six decades.

**Job Duration:** Since July 2009

**Designation:** General Manager – Marketing

**Job details: (Direct reporting to the Unit head)**

#### **Business Development & Client Servicing:**

- Secondary research viz. tender search and project search in the portals, and gathering information from existing clients to acquire new prospects
- Creating and maintaining relationship with clients to it's utter satisfaction
- Enquiry for any new tender, new requirement from Pvt. & Govt. parties
- Co ordination with Liaison agents and consultants (For designs vis 'a' vis business development, and other marketing correspondence)
- Understand the technical requirements and satisfying customer by providing data in time
- Verifying GTP & drawings for compliance with Technical Specifications and Type Test reports
- Understanding nature of defect or failures and to make co ordination with clients and Service Engineers
- Price Bid Preparation and verification of other tender documents

#### **Costing & Negotiation:**

- Costing (Including IEEMA PV Calculation) and pricing, Finalization of Price Bid for Tenders
- Negotiation for Technical and commercial terms
- LME Copper Price calculation day on day basis
- Price Variation calculations to ascertain trends and submission to customers where applicable
- Updating Price sheet on monthly basis for usual rating materials

#### **Payment Collection:**

- Checking Debtor Status
- Co ordination with Field Officials for payment and C-Form collections.
- Direct follow up in case of payment from Private parties
- Preparation and coordination for submission of LC opening documents and LC amendments if any
- Arrangement for levy of penalties if any
- Return of EMDs submitted along with tender documents in the form of DD and Bank Guarantees
- Instrumental in Legal proceedings while having discussions with client and Lawyers for preparation of legal documents, notices etc.

### **Operational:**

- Preparation of Weekly Sales MIS for CMD's reference
- GTP and Drawings approval
- Preparation and verification of bank guarantees
- Arrangement and co ordination for testing, inspection and other events
- Preparation of Proforma and commercial Invoice (Optional) for spares, products and services
- Preparation of documents and application for vendor approval with different boards
- Arrangement for approval of drawing & designs
- Submission & release of bank Guarantee from Boards, as and when due
- Co ordination with production, design, and accounts department for several client related issues
- Inter unit communication (i.e. with Sonepat unit)
- Bid verification post tendering in e-procurement portals

### **Team Management:**

- Preparation of weekly planner for the team
- Making Tour programmes for team members
- Guiding for all necessary marketing activities
- Verification & Approval of tour bills

### **Energy Meter - SAS Activities & Management of Test Centers:**

- Refund of Security deposits and other collectables viz. Bank Guarantee, TDS Certificates etc.
- Managing team members involved with SAS activities of Energy Meters at Hyderabad test centre
- Management of Test centre situated at Maduarai, Tamilnadu, which involves:
  - Productivity monitoring
  - Calibration of instruments and other requisites
  - Approval of bills

### **Other Special Activities:**

- Appointment of Representatives for untapped areas/ SEBs etc.
- Appointed as Management Representative for ISO Certification and got the certificate for the unit
- Application and accomplishment for Vendor Approvals
- Vendor Registrations for filing e-tenders

### **Achievements:**

- Increase of Turnover from INR 17 Cr. (2008-09) to 94 Cr. (2016-17)
- Vendor Approval with MSEDCL- Infra, GESCO, OPTCL etc. and Registrations with Coal fields, approval with NHPC and initiated supplies for their projects
- Penetration to Chhatishgarh, Bihar, and Coal Fields.

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### **Education (beginning with the most recent degree)**

- Pursuing B Tech. – Electrical from Karnataka State Open University - Correspondence
- **Diploma – Electrical** from CMJ University, with 78% (2012) – Correspondence
- **PGDM (MBA)** in Marketing and Finance from Globsyn Business School, Kolkata, **topped** the deptt. with CGPA 7.36 out of 9 (2007-2009)
- **BSc.** from F.M. (Autonomous) College, Balasore, Orissa, **topped** the deptt. with 84.12% (2003-06)
- Post Graduate Diploma In Computer Application from Computer point, **topped** with 84% (2006)
- **AISSCE** i.e. 12th Science from Jawahar Navodaya Vidyalaya Salbani, Secured 63.24 % (2002)
- **AISSE** i.e. 10th from Jawahar Navodaya Vidyalaya, Salbani, Secured 66.66 % (2000)

## Computer Proficiency:

- ✓ Operating System: Windows Platforms
- ✓ Software/Applications: MS Office, MS DOS, Internet & Other Basic Applications and Zoniac
- ✓ Other Languages: C, C++, FoxPro
- ✓ Econometric Softwares: Basics of SPSS 16.0 and TORA

## Achievements and Extra curricular activities:

### Academic:

- Department **topper** during Graduations and got scholarship for it, from the alumni association of F.M College
- Department **topper** (Marketing) during my PGDM with CGPA 7.36 out of 9
- Awards in light vocal solo song competition in a row for three consecutive years during graduation in F.M (Auto) college
- First prize in state level (Orissa) antakshari competition by Rotaract
- School (JNV) and Hostel (F.M. Autonomous college) cricket team captain
- Marched as parade platoon commander and got first prize for the platoon in J.N.V Salbani
- Department seminar secretary and organized study tour, guest lectures and seminars
- Led my college in 3 state level youth festivals
- Active member of youth red cross and N.S.S

## Personal Details:

**Name:** Abhijeet Kumar Sahu  
**Age:** 27+ (21/06/1985)  
**Marital Status:** Unmarried  
**Linguistic ability:** Conversant in English, Hindi, Oriya & Bengali  
**Present Address:** ECE Industries Ltd, Eragadda, Ashok Marg, Sanath Nagar, Hyderabad-500018  
**Mobile Number:** 09581166651, 09346161729  
**Email Id:** [abhijeetsahu1985@gmail.com](mailto:abhijeetsahu1985@gmail.com), [abhijeetsahu1985@hotmail.com](mailto:abhijeetsahu1985@hotmail.com)

## References:

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|--------------|--|---------------|----------------------|
| 1. Name:     | Vivek K. Chowdhary   | 2.Name:       | Mr. Srinivas Rao     |
| Designation: | G.M. – Marketing   | Designation:  | JMD                  |
| Company:     | ECE Industries Ltd.,<br>Sonepat, Haryana                                 | Organization: | TSTRANSCO, Hyderabad |
| Email:       | <a href="mailto:vivek@eceindustries.co.in">vivek@eceindustries.co.in</a> | Email:        | Can be provided      |
| Cell:        | 09729549713  | Cell:         | Can be provided      |

More references can be furnished if required

## Declaration:

I hereby declare that the above details are true to the best of my knowledge and belief. Given a chance I shall prove my ability to perform and excel.

**Date:** 07.05.2017

**Signature:**