

# Rajiv Thakur

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## Career Objective:

Being ambitious and hardworking, I am looking forward to challenging my potential and be worthy of Management trust and confidence while making a significant contribution to the success of the company.

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## Skills:

- Leadership Experience
- Communication Skills
- Organizational Know-How
- People Skills
- Collaboration Talent
- Problem Solving Abilities
- Ability To Take Challenge, Work Under Pressure & Achieve Targets.
- Ability To Motivate Staff And Maintain Good Relations
- Computer Skills

Operating Systems: Windows, Linux, and Android

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## Work Experience:

1. Worked as an Operation Manager/Production Manager in **Bid Ocean Consultancy, Gangtok, Sikkim** from Sept. 12<sup>th</sup>, 2016 till May 2021.

**Bid Ocean** is Government-to-Business (G2B) and Business-to-Business (B2B) Network. Which connect buyers and sellers by

publishing reports on organizations wanting to obtain specific goods and services.

It provides Bid lead , RFP, RFQ, contract, tender Information to its customers.

**My job profile:** I used to hire, oversee and train employees for researching Tender, RFP, RFQ data from various websites and then entering the bid information into a solicitation form in the most precise way before providing them to our customers.

I have an extensive knowledge about various work types categories e.g Construction Work, Supply & Purchase, Various Services, etc.

I also have sufficient experience in the Bid Reporting work I used to train employee on how to search and correctly enter Bid Report data e.g Plan Holder, Bid tabulation and Contract Awardee, etc.

### **Job Responsibilities at Bid Ocean:**

- a) Managed a team of 50 employees, overseeing hiring, training, and professional growth of the employee.
- b) Demonstrated respect friendliness and willingness to help wherever needed.
- c) Boosted Productivity by 25% through direction preparation and implementation of training programmes and initiatives.
- d) Drove daily production activities with effective communication and leadership.
- e) Created and updated department work instructions and reports on regular basis.
- f) Directed key personnel towards correct production habits and to achieve desired work quality.
- g) Addressed personnel issues and scheduling conflicts promptly.
- h) Resolved issues quickly to maintain productivity goals.
- i) Planned, directed, coordinated, and assigned manpower to meet aggressive data production schedules.
- j) Reviewed work for quality and compliances with company standards and designed procedures.

- k) Assigned appropriate Team Leaders/ Supervisors to oversee the work of their team members.
- l) Identified issues, analyzed information and provided solutions to problems.
- m) Worked with the Software department for the automation of manually processed tasks.
- n) Provided my feedback and suggested the required improvement to the newly developed software.
- o) Also worked with the sales department and solved various customers' problems through detailed investigation of the issue and provided permanent solutions for the same.
- p) Contributed to company growth by delivering quality work and helped in customer retention.

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## **Educational Qualification:**

<b>Qualification</b>	<b>Institution</b>	<b>University/Board</b>	<b>Year of Passing</b>
Masters in International Business Operations	Correspondence	Indira Gandhi National Open University	2020
B.Com	Surya Sen Mahavidyalaya	North Bengal University	2016
Higher Secondary (+2)	St Dominic's School	West Bengal Council Of Higher Secondary Education	2013
Secondary (10th)	St Dominic's School	West Bengal Board Of Secondary Education	2011

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## Personal Details

Date of Birth : 11-July-1995  
Gender : Male  
Languages Known : English, Hindi, Bengali, Nepali.  
Nationality : Indian  
Hobbies : Listening Music, Playing Cricket.

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## Declaration

I hereby declare that the details above are correct and true to the best of my knowledge.

**Place:** Gangtok

**Signature**

**Date:** 22-06-2021