

# SAM SAIKIA

Project Manager | Project Coordinator | Business Development

📍 Ulaanbaatar, Mongolia

☎ +97688058291

✉ [samudrajitsaikia@gmail.com](mailto:samudrajitsaikia@gmail.com)

in [linkedin.com/in/samudrajit-saikia/](https://www.linkedin.com/in/samudrajit-saikia/)

🌐 [about.me/samudrajit.saikia](https://about.me/samudrajit.saikia)

## CORE COMPETENCIES

- Project Planning.
- Project Delivery
- Product Development
- Commercial Negotiation.
- Vendor Sourcing.
- Business Development.
- Procurement Methodologies

## TECHNICAL PROFICIENCY

- Microsoft Office Suite.
- SAP Material Management Module.
- Blockchain Fundamentals.
- JIRA Fundamentals
- Scrum Framework.
- Software Testing.

## SUMMARY

Accomplished IT project professional with ten years plus of experience IT project deliveries. Proven success in handling all phases of project from requirement gathering ,project planning, project execution and project implementation and follow-up. Very well versed with latest industry practices and approach and implemented them to delivery successful product to clients. Adept at working effectively to achieve goals both as a cross-functional team member and individual contributor.

## WORK EXPERIENCE

2018 -

Current

### Project Coordinator (Procurement & Logistics)

[Oyu Tolgoi LLC, Mongolia](#)

As procurement coordinator for underground IS&T team , I am the bridge between the technical and contract and I made sure projects moves in the right direction in right pace within the organization's procedures.

- Creating long term and short term procurement plans as per demand and project requirements.
- Taking part on the vendor selection process.
- Writing and reviewing Scope of Work and Bill of Materials based on the requirements.
- Innovate new procedure for keeping inventory records , resulting in better utilization of resources.
- Project Cost Controls.
- Liaison between various UG Technology teams in delivering successful projects.

2016 - 2018

### Business Development Manager

[Interactive LLC, Mongolia](#)

Served as the point of contact between Interactive LLC and the new partners and potential customers. Provided partners with the right market perspective and created market go to strategy with them. Some of my key responsibilities under this role were

- Create new sales opportunity with BFSI clients in Mongolia.
- Business Plan.
- Product Pricing.
- New Product Pitch.
- Market Analysis.

2014 - 2016

### Project Manager

[Interactive LLC, Mongolia](#)

I was leading a development team for first ever online reporting system for the mining community in Mongolia covering 1600+ mining companies. First phase of the project was delivered in record 4 months of time. Some of the key highlights during this project

- Digital transformation of more then 7000+ paper based reports into digital format.
- Due to the excellent work, the project got an extension and bringing a total revenue of 150K euros to the Company.
- Mongolia was awarded best country for implementation transparency in mining sector at the annual EITIM event held in Lima, Peru 2016.

2013 - 2013

### **Business Development Manager**

Sorako LLC, Mongolia

- Business Development.
- Market Research.
- Product Pitch.
- Product Development Research.

2011 - 2013

### **Software Developer**

ITZONE LLC, Mongolia

I joined the GREEN ERP Team as Software Developer and was in charge of manual testing of GREEN HR system which helped in maintaining the product quality.

Later on joined the software release team where major responsibility were deployment of the product at client side along with updating databases for client and maintaining them.

---

## **EDUCATION**

2003 - 2007

### **Bachelors of Technology, Computer Science**

BPUT, Odisha, India

Completed four years bachelors degree with specialization in Computer Science and Technology with CGP of 7.13.

---

## **LANGUAGES**

English - Proficient | Hindi- Proficient | Assamese- Mother Tongue | Mongolian -Intermediate