

Sourav Debnath

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Career Objective

Dedicated to achieving exceptional professional excellence through continuous effort, applied knowledge, and skill improvement. Committed to contributing to both personal and organizational goals, aiming to make a lasting impact through unwavering dedication and the pursuit of excellence.

Professional Experience: 03+ Years

Executive-Documentation & External Audit- 01 Year (August 01, 2022, to Present)

Software Shop Limited (SSL Wireless) (Head Office: 93/B, New Eskaton Road, Dhaka 1000)

- Expertly conducted Business Analysis, bridging business and IT needs by gathering, analyzing, and documenting requirements, and ensured compliance, aligning technology with business goals for project success.
- Professionally prepare and customize Business Proposals, PowerPoint Presentations, and Technical Documents (Product Data Sheets, User Manuals, BRDs, SRS, and API Documents etc.) with proficiency to precisely align with the specific needs of the business departments.
- Prepare and submit various documents like Enlistment, Awards, EOI Responses, and diverse Tender Documents (e-GP, RFP, RFQ, OTM, LTM, etc.) for a wide range of clients including Ministries, Government and Non-government Banks, NBFIs, Corporates, MNCs, NGOs, and International Entities.
- Professionally prepare and submit a diverse set of licensing documents, including for key applications like Digital Bank License Application (Bangladesh Bank), IPRS (BTRC), ERC, IRC, Regulatory Sandbox (IDRA) and more ensuring accurate alignment with regulatory standards.
- Develop Process Flow Charts, Diagrams, and Service Descriptions to enhance operational efficiency.
- Engage in Pre-Tender Meetings and adeptly correspond with external stakeholders via letters and emails.
- Effectively handle the preparation and management of external audit-related documents, ensuring they closely align with recognized industry standards and certifications like CMMI, ISO, and PCI-DSS.

Executive –Tender -11 Months (December 2020 to October 2021)

Florence Universal Limited. (Head Office: Ashraf Setu Shopping Complex 2nd Floor, Tongi 1230)

- Oversee worldwide sourcing, cultivating supplier relations for materials, machinery, defense products, and equipment.
- Demonstrate supplier management prowess, ensuring dependable supply chains for on-time deliveries.
- Skillfully prepare diverse tender documents (RFP, RFQ, OTM, LTM, e-GP) for government projects including BOF, DGDP, Port Authorities, Civil Aviation Authority, etc.

Executive – Corporate Sales – 1.01Years (December 2018 to December 2019)

Smart Technologies (BD) Ltd. (Head Office: Jahir Smart Tower, 205/1-205/1/A, West Kafrul, Begum Rokeya Sharani, Mirpur, Dhaka).

- Successful sales track record in Enterprise Solutions, including Data Centers, Servers, Storage, Complete Networking Solutions, and Cyber Security Products, etc.
- Expertise in preparing and submitting EOI responses and tender documents (e-GP, RFP, RFQ, OTM, LTM, etc.) for Government and Non-Government Entities, such as Banks, NBFIS, Corporates, NGOs, Government Ministries, And Autonomous Organizations.

Training & Professional Certifications

- **“General Data Protection Regulation (GDPR) by the European Union (EU)”** from Ogee Technologies Pvt. Ltd., Bangalore, India.
- **“Training on National e-Government Procurement (e-GP) as a Registered Tenderer (RT)”** from the Ministry of Planning (CPTU, IMED) & The World Bank.
- **“Foundations of Project Management”** from Google & Coursera.
- **“Introduction to Cyber Security”** from the Cisco Networking Academy.
- **“Microsoft Excel Training (Basic to Advance)”** from Software Shop Limited.

Software Expertise

Microsoft Office, Microsoft Visio, Draw.io, Microsoft PowerPoint Presentation, AutoCAD 2D Electrical Design.

Academic Qualifications

Bachelor of Science in Electrical & Electronic Engineering (EEE)

Name of Institute : American International University Bangladesh (AIUB)
Elective courses : Power System Protection, Renewable Energy & Technology
Graduation Year : 2018
Result : CGPA 3.33 (out of 4.00)

Higher Secondary School Certificate Examination (H.S.C)

Name of Institute : Gopalpur College.
Board : Dhaka
Passing Year : 2013
Result : GPA 4.60 (out of 5.00)
Group : Science

Secondary School Certificate Examination (S.S.C)

Name of Institute : Suti V. M. Pilot High School.
Board : Dhaka
Passing Year : 2011
Result : GPA 5.00 (out of 5.00)
Group : Science

Personal Information

Father's name : Subash Debnath
Mother's name : Rita Rani Debnath
Date of Birth : 5th August 1996
Nationality : Bangladeshi
NID No : 19969323807000044
Permanent Address : 621, Nathpara Road, Dubail, Gopalpur, Tangail.

References

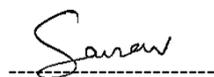
Sazzad Quayum

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Md. Saniat Rahman Zishan

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I, Sourav Debnath, affirm that the provided information is accurate and true to the best of my knowledge and belief.



Sourav Debnath