JASHIKA PATTNAIK
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Professional Summary

- Dynamic pre-sales & business development professional with over 7+ years' of experience and excellent track record in Pre-Sales and e-Governance Consulting
- Diligent and resourceful professional who consistently streamlines operations and strives for more target and achievement oriented with an ability to take up challenges and perform in a changing work environment.
- Excellent in handling vendors & clients and building a strong leadership base coupled with strong analytical skills and hands on exposure to liaise and coordinate with organizations.
- Focused and hard working; self-motivated and team oriented, with excellent communication and interpersonal skills and an ability to take up challenges.
- Good knowledge of procurement & response to Bid for Govt. Tenders
- Currently designated as Business Development Executive, with Nishan Systems Pvt. Ltd. and seeking a challenging position in Bid Management/Government Consulting Role.
- Google Scholar Citations 21.

FUNCTIONAL

■ Planning	■ Corporate Relations	■ Resource Management
■ Procurement	■ Marketing	■ Sales
■ Business Development	■ Vendor Management	■ Business Consulting
■ Account Management	■ Presales	■ Project Management

Core Competencies: Information Technology Application Sales (Majorly Govt. Clients), Consulting, Bid management, Presales

Consulting, Presales & Project Management

- Demonstrated skills in Project execution and techniques, Handling projects and Client management.
- Data Analysis for generation of reports.
- Enhance & optimizes existing reports.
- Ability to coordinate project activities with diverse groups and individuals.
- Identifies issues and problems with the scope and progress of the project. Identifies any changed circumstances & ensures quality of project reporting.
- Preparation of response document of Request for proposals.
- Analysis of Management Information System.
- Communications with vendors.
- Prepares and maintains project plans and track activities against the plan, providing regular and accurate reports as appropriate.
- Monitor each and every task of the project and is able to present high level as well as the low level status of the project on demand.
- Keep good relationship with partners for identifying prospects.
- Good Knowledge of Microsoft excel, word & power point presentation.

⇨ **Nishan Systems Pvt. Ltd. (16th Dec 2019-Present)**

Role: Business Development Executive

Description:

- Built contacts with potential clients to create new business opportunities
- Updated prospective client database
- Cold callings for new business leads
- Supported in writing new business proposals
- Maintained knowledge of all product and service offerings of the company
- Arranged meetings for senior management with prospective clients
- Followed company guidelines and procedures for acquisition of customers, submission of tenders etc.

⇨ **CSM Technologies Pvt. Ltd. (14th Apr 2014- 22nd Nov 2019)**

Role: Consulting Executive

⇨ **ERP System for IDCO (Industrial Infrastructure Development Corporation)**

About the Project: - "ERP System" is an aggressive program where IDCO will able to carry out its day to day activities.

Description:

- Participated in Bid management process during the technical presentation of the tender process.
- Conducted the kick off meeting during the initial phase of the assignment.
- Conducted the system study of existing processes & existing applications of Industries department.
- Conducted various meetings with existing application vendors for finding the feasibility of integration requirements.
- Prepared & Submitted the Inception report, As-Is report & Detailed project report during the strategic phase of consulting.
- Prepared RFP document & assisted during the selection of System Integrator (SI).
- Prepared the MoU for signing of contract between IDCO & the selected SI.
- During implementation phase assisted the SI in system study & approval of SRS document.
- Monitored the SI during the development phase of the application.
- Assisted in the process of UAT, Go live & training of stakeholders.

⇨ **Dodhia Innovative Equipments Ltd. (1st Jun 2013 to 30th Nov 2013)**

Role: IT Executive

Description:

- Managing the end to end sales function of the organization
- Conducting business meetings with the stakeholders for business development
- Designing various MIS reports as per the organization requirement
- Maintaining overall IT asset requirement

Certification Course

- Computer Hardware and Network Management course from CTTC Bhubaneswar
- Matlab course from IIIT BBSR

Research & Publications

- R.K. Barik, R.K. Lenka, S.R. Sahoo, B. B. Das and **J. Pattnaik**, "*Development of Educational Geospatial Database for Cloud SDI Using Open Source GIS*", International Conference on Advanced Computing and Intelligent Engineering (ICACIE) during 21-23 December, 2016 at CV Raman College of Engineering, India, Advances in Intelligent Systems and Computing, vol 563. Springer, Singapore. Online ISBN: 978-981-10-6872-0. doi: https://doi.org/10.1007/978-981-10-6872-0_66. **Springer.**

- R.K. Barik, R.K. Lenka, A.B. Samaddar, **J. Pattnaik**, B. Prakash and V. Agarwal, "*m-GeoEduNet: Mobile SDI Model for Education Information Infrastructure Network*" in International Conference on Emerging Trends and Advances in Electrical Engineering and Renewable Energy (ETAEERE-2016) during 17-18 December, 2016 at Sikkim Manipal University, India. Advances in Electronics, Communication and Computing. Lecture Notes in Electrical Engineering, vol 443. Springer, Singapore. Online ISBN 978-981-10-4765-7. doi: https://doi.org/10.1007/978-981-10-4765-7_30. **Springer.**

Educational Qualifications

- **Master of Business Administration (HR & Marketing)**, FM University, Odisha, 2017
- **Bachelor in Technology (Information Technology)**, IIIT Bhubaneswar, 2013

Personal Details

Name	:	Jashika Pattnaik
Father's Name	:	Ajit Kumar Pattnaik
Date of Birth	:	15th March, 1991
Gender	:	Female