

APPLICATION FORM

EXPRESSION OF INTEREST FOR EMPANELMENT OF INDIVIDUAL CONSULTANTS FOR CREATION AND PROMOTION OF WEBSITE

Sr. No.	PARTICULARS	
1	Name & full postal address of the agency with PIN code, STD code, Fax/Tel. No., e-mail ID	
	Years of Experience (as on 30.09.2020) (Give details of experience for last five years as separate annexure/ attachment)	
3	Brief profile of the consultant (submit CV in an annexure)	
4	Relevant experience in Website Development and Promotion and relevant studies, since last five years. (Enclose work order of the clients or any valid proof)	
5	Details of the following	
5.1	a) GST Number (if any) (Please enclose certified copy)	
5.2	b) PAN Number (Please enclose certified copy)	
6	Any other information about the consultant with attested copies of supporting documents	
7	Financial quote (Please mention rate for website creation and maintenance)	
Send it to info@msmefoundation.org		

Annexure 1

- Working with upper management of the company in SFURTI Related clusters.
- Providing Technical Support to Implementation agencies working on artisan clusters.
- Executing projects from Cohands and reporting the results.
- Coordinating between Implementing Agencies working with the organization.
- Managing teams working on cluster development projects.

Forth coming projects to be associated with: To try and associate with the organization, organizing the National Award Ceremony and Craft Awareness programs on behalf of Ministry/Govt.

Annexure 2

Sandeep Kumar Suman

Social Media Manager

E-Mail: ssuman0812@gmail.com

Contact: 9431710007, 9704065806

OBJECTIVE

Help assist artisans of India in having higher living standards by being involved with GoT Funded projects related to artisan uplifting.

EXPERIENCE

Having 8+years of experience in Media, Community Building and Cluster Development. Currently working as a Program Manager at SF Consultant, Bhopal

Expertise

- Deft in writing for electronic, Digital and Social media.
- Expertise in writing for political and human interest stories.
- Experience in translating news, current events, feature, etc.
- Extensive experience in writing, commissioning & editing content for features, stories and reports for magazines & newspapers.
- Ability to analyse, interpret & simplify communicate information to the target audience clearly.
- Excellent written and verbal communication skills and Exceptional ability to quickly master and apply new concepts.
- Efficient in translating articles from Hindi to English and English to Hindi.

PROFESSIONAL QUALIFICATIONS

- Advance diploma in Mass Communication & Journalism from Magadh University Bodhgaya (2012-13)
- B. Com Accounts (Honours) from Magadh University Bodhgaya (2009-12)
- Completed Eight months Internship with Aryan News in Patna

EDUCATIONAL QUALIFICATIONS

- Intermediate from CBSE Board
- High School CBSE Board

IT Skill:

Proficient in operating MS-Office Applications / **Inews** / **Avid Media Composer** / **Internet Application** etc...

Can Efficiently handle FB, Twitter, Instagram and Youtube for PR as Social Media Reputation Management.

Past Experience

1. Presently Working as Program Manager at SF Consultant, Bhopal (Since 1st February 2018)
 - Working with upper management of the company in SFURTI Related clusters.
 - Providing Technical Support to Implementation agencies working on artisan clusters.
 - Executing projects from Cohands and reporting the results.
 - Managing teams working on cluster development projects at the company.
 - Executing tasks assigned by upper management of the company.
2. Worked with **ETV News (NEWS18 NETWORK)** as **Senior Copy Editor** from 18th Nov 2013 to 20th January 2018 with appreciation performance.

Key Responsibilities Performed @ ETV NEWS

- **Producing different bulletins like ETV News, Apan Bihar, Johar Jharkhand, Khabrein Danadan**
- **Ensuring Script writing/copy editing/rewriting for news and current event are factually correct.**
- Writing headlines, coming up and promo.
- Conducting video editing and making package, VO shots and anchor visual byte on different software.
- Carrying out background research for the stories or features
- Monitoring adherence/compliance to media law & regulations.

- Checking for repetition, consistency & contradiction and adapting the copy to the house style.

Noteworthy Accomplishments

- Covered Gujrat & Himachal Assembly Election (2017), UP Assembly Election (2017), Bihar Assembly Election (2015), other state assembly elections & General election 2014 from ETV HQ Hyderabad.
3. Worked with **www.news4panchayat.com(Web portal)** as a '**Reporter**' in Patna (Bihar) from (Feb 2012 - Feb 2013)

Responsibilities-

Collecting and analyzing information about newsworthy events to write news stories for publication.

- Writing on variety of subject- Current affairs, Entertainment, Sports etc.
- Producing concise and accurate copy according to Portal style.
- Team work capability - including closely working with news Portal staff.
- Attending a variety of events, such as Political Activities, Administrative meeting, council meetings, talent contests, to develop the news.
- Interviewing people in a range of different circumstances.

Other Accolades

- Wrote articles, feature and stories.
- Various articles and features have been published in newspapers and magazines.

Personal Information

Date of birth: January 01, 1991
Father's Name: Late. BrajBanshi Singh
Marital Status: Unmarried
Nationality: Indian
Hobbies: Listening music
Linguistic Abilities: English Hindi & Bhojpuri
Current Address: Bhopal

Notice Period: 30 days

I hereby declare that statements made above are true, complete and correct to the best of my knowledge and belief.

Date:.....
Place:.....

Sandeep Kumar suman

Enclosure 1



Government of India
Form GST REG-06
[See Rule 10(1)]

Registration Certificate

Registration Number :23ABSFS4561P1ZD

1.	Legal Name	S F CONSULTANT			
2.	Trade Name, if any	S F CONSULTANT			
3.	Constitution of Business	Partnership			
4.	Address of Principal Place of Business	KHASRA NO 60/D-2, FRONT OF SOS VILLAGE, BALAJI NAGAR, KHAJURIKALA, BHOPAL, Bhopal, Madhya Pradesh,			
5.	Date of Liability				
6.	Period of Validity	From	25/11/2017	To	NA
7.	Type of Registration	Regular			
8.	Particulars of Approving Authority				
Madhya Pradesh Goods and Services Tax Act, 2017					
Signature					
Name		Yuvraj Patidar			
Designation		Assistant Commissioner of State Tax			
Jurisdictional Office		Bhopal -1			
9.	Date of issue of Certificate	25/11/2017			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the approval of the application by the jurisdictional tax authority

Enclosure 2

