

Sayan Bera

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## CAREER SUMMARY

**Bid & Proposal Specialist** with 3+ years of experience in **developing and managing RFX responses** within global IT services. Strong focus on **proposal content development, compliance, and first-draft creation**, with **hands-on experience in structuring client-ready documents aligned to RFP requirements**. Skilled in **leveraging GenAI-assisted content development, proposal structuring, and reusable knowledge assets** to improve **response quality, turnaround time, and consistency**. Adept at working under tight deadlines, **collaborating with cross-functional teams**, and ensuring **quality and compliant** submissions.

## PROFESSIONAL EXPERIENCE

### HCL Technologies Ltd. | Bid Manager, SAP Presales | July 2022 - Present

- **Spearheaded** end-to-end **RFX response development**, including **content collation, response integration**, and final submission readiness (**TCV \$1M–\$125M**)
- **Orchestrated** bid planning activities including **team formation (3+ to 50+)**, **timeline structuring**, and bid/no-bid decision support with leadership
- **Developed first-draft proposal responses, executive summaries, and structured content** aligned with RFP requirements, ensuring clarity, consistency, and client relevance
- **Leveraged GenAI tools** and internal **knowledge repositories** to **accelerate content creation**, refine responses, and improve proposal turnaround time
- **Collaborated** with **SMEs, solution architects, and sales teams** to **customize** proposal content based on client needs and solicitation guidelines
- **Ensured strict compliance** with RFP instructions, **branding standards, and document templates** through structured **validation and review cycles**
- **Conducted quality reviews** of **proposal drafts**, incorporating **stakeholder feedback** to enhance **accuracy, messaging, and competitiveness**
- **Built and maintained proposal knowledge repositories, templates, and reusable content libraries** to standardize and scale proposal development
- **Partnered** with **commercial and finance** teams to align pricing inputs with proposal narratives, ensuring consistency between solution and cost positioning
- **Streamlined proposal workflows**, achieving **20% reduction in turnaround time** while maintaining **100% compliance and submission accuracy**
- **Created** client-facing **presentations, case studies, and pursuit artifacts** to support proposal storytelling and positioning
- **Coordinated** across **global stakeholders** to ensure **timely delivery** under tight deadlines, managing multiple concurrent proposals
- **Supported onboarding and training of 5+ team members** on proposal development processes, tools, and best practices

## SKILLS

**Proposal Development, RFX Response Management (RFP/RFI), First Draft Creation, Proposal Writing & Content Structuring, GenAI-assisted Content Development, Proposal Compliance & Quality Assurance, Content Customization, Response Integration, Stakeholder Management & Cross-functional Collaboration, Knowledge Management & Repository Development, Proposal Templates & Branding, Sales Collateral Development (Capability Decks, Case Studies), Workflow & Process Optimization, Version Control, Planning & Governance, Microsoft Office (PowerPoint, Word, Excel), SharePoint, SQL, Tableau**

## EDUCATION

Shi Ram College of Commerce, University of Delhi | PGD GBO | 78.84%

Faculty of Engineering & Technology, SRM IST | B.Tech Civil Engineering | 9.572 CGPA

## PAPER PUBLICATION

Generation Z Students' Talent Management: Unveiling Talents of Student CEOs in Creating Student Superstars, IJST, 2016.