

CURRICULUM VITAE

ARJENDRA KUMAR

Address:- Vill. Kunwarpur Janu post Akabarpur Chhibaramau
Kannauj (Uttar Pradesh)

209721

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Career Objective :-

Eager to leverage my quick typing skills and database management knowledge towards achieving the department's goal.

Educational Qualification :-

- High school from U.P. Board in 2019
- Intermediate from U.P. Board in 2021
- Graduation (Bachelor of computer application to JSITM , from Integral University Lucknow)

Experience :-

- I have total work experience 5 years on GeM portal. 1 Year 3 Month working Experience on Tripathi Brothers Services (TBS) as a tender executive, 1 Year 4 Months in ANGEL MANPOWER SERVICES, 1 Year in ALMIGHTY MANPOWER SERVICES and 1 year 2 months in VIGILANT CORPORATE SERVICES PRIVATE LIMITED.
- **Gem Portal Work Experience :-**
- Manpower Tender Filling
- Security Service Tender Filling
- Hiring Service Tender Filling
- Cleaning and Sanitization services Tender Filling
- Healthcare Service Tender Filling

- Canteen Service Tender Filling
- Catering Service Tender Filling
- Event service Tender Filling
- ANNUAL MAINTENCE SERVICES
- GOODS AND TRANSPORT SERVICES
- CUSTOM BIDS PARTICIPATION
- BOQ BIDS PARTICIPATION
- EMD & EPBG DATA MANAGEMENT
- CATALOGUE HANDLING
- BID TRACKING
- BID CLARIFICATION CHECKING AND SUBMITTING
- INCIDENT MANGEMENT

Key Skills :-

- Good Communication Skills
- Advanced Excel and word.
- Technial understanding Portal Algorithms

Personal Profile :-

Date of Birth	:	15.10.2001
Father's name	:	Om Chandra Singh
Nationality	:	Indian
Marital Status	:	Unmarried

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