

Barsa Priyadarshini Behera

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Professional Summary

E-Procurement and Back-Office Coordinator with experience in RFQs, vendor management, tender documentation, online auctions, and procurement operations. Strong skills in documentation accuracy, comparative statements, stakeholder communication, and MIS reporting. Focused, detail-oriented, and aligned with Big Four expectations for process integrity, compliance, and analytical rigor.

Core Competencies

- E-Tendering (MSTC, GeM, Tender247, Zecom)
- RFQ Analysis & Procurement Workflow
- Vendor Management & Communication
- Documentation Accuracy & Compliance
- Comparative Statement Preparation
- MS Excel (VLOOKUP, Pivot Tables), Word, PowerPoint
- Stakeholder Coordination & Reporting
- Time Management & Multi-tasking

Professional Experience

Benir e-Store Solutions — E-Procurement & Back-Office Coordinator

September 2023 – Present

- Manage RFQ end-to-end including requirement analysis, quotation preparation, and bid submission.
- Execute e-tendering and online auctions through MSTC, GeM, Tender247 and Zecom.
- Prepare and verify technical and commercial bid documentation ensuring compliance.
- Maintain procurement trackers, tender calendars, and monitor deadlines.
- Produce comparative statements and coordinate internal approvals.
- Provide structured MIS reports and updates for management visibility.

Bajaj Allianz Life Insurance — Senior Sales Manager

March 2023 – August 2023

- Conducted client identification, consultant onboarding, and documentation processes.
- Delivered training and managed performance monitoring.
- Strengthened communication workflows and reporting accuracy.

Internships

Prayatna Sanstha — HR Intern (Sep 2022 – Nov 2022)

- Conducted research and evaluated education intervention impact.

Business Standard — Sales Trainee (Jun 2022 – Jul 2022)

- Handled customer communication and supported sales operations.

Education

MBA — Gandhi Institute of Technological Advancement (2021–2023)
B.Sc — Jatni Degree College (2018–2021)

Certifications

PGDCA | MS Office | OSCIT | NISM

Languages

English | Hindi | Odia