

Curriculum Vitae

Varsha J Parmar

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PERSONAL DATA:-

Date of Birth : 17 August 1987
Nationality : Indian
Gender : Female
Language Known : Gujarati, Hindi, English,
Religion : Hindu

EDUCATIONAL QUALIFICATION:-

- √ Passed **H.S.C.** Examination from Gujarat Education Board & **Secured 55 %** in the year March, 2005.
- √ Passed **B.COM.** Examination from Gujarat University & **Secured 53%** in the year March, 2008.
- √ Passed **CCC.** Examination from BAOU & **Secured 72.75%** in the year March, 2009.

TECHNICAL SKILLS:-

MS Office tools
SAP ECC5
Tally
CCC Internet
All Govt. Tender Portal

WORK EXPERIENCE: -

- Last 2 Years working in i-Sourcing Technologies Pvt. Ltd. as a Senior Tender executive.
- 6 Years worked in Gala Global Products Limited in Tender Dept.as a Tender manager
- 2.6 Year I Have Worked in Sulochana Memorial Health & Education Trust in NACO (National Aids Control Organization) As A Computer Operator & Account Assistant.
- 2.6 Year Experience in F K S (Future Knowledge Service) As A Computer Accountant in F & A (Finance & Accountant) Dept In SAP Program

RESPONSIBILITIES: -

- ☐ Tender search and Scrutiny/Evaluation
- ☐ Tender report flashing.
- ☐ Team management
- ☐ Data management
- ☐ All tender bidding processes
- ☐ Tendering submission Process
- ☐ Client follow up
- ☐ Refund, Payment follow up

Yours Sincerely,

Varsha Parmar