

## CURRICULUM VITAE

**PRIYANKA MADHUKAR MHETRE**

Doiphode, Datta colony, Near Yash Bekary, Kaneri, Karveer, Kolhapur-416234

MOB. NO. :- 8419911009

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### CAREER OBJECTIVES :-

To continuously grow as a person and professional as in a stimulating environment and to apply the skills acquired during the process, in raising the spirit of the organization, thereby aiding in its Progress .

### PERSONAL SKILLS :-

Comprehensive problem solving abilities, excellent verbal and written communication skills, strong work ethic , Ability to deal with people diplomatically , willingness to learn , interest in working as a team.

### EDUCATIONAL PROFILE :-

<u>YEAR OF PASSING</u>	<u>COURSE</u>	<u>UNIVERSITY / BOARD</u>	Grade
2007-08	S.S.C	MAHARASHTRA STATE BOARD	2 <sup>nd</sup> class
2010-11	H.S.C	MAHARASHTRA STATE BOARD	2 <sup>nd</sup> class
2013-14	T.Y.B.COM (ACCOUNTING & FINANCE)	UNIVERSITY OF MUMBAI	1 <sup>st</sup> class

### Computer proficiency:

- ❖ INTERNET SURFING
- ❖ MARATHI AND ENGLISH TYPING
- ❖ MS OFFICE

### STRENGTH

1. Disciplined and Systematic
2. Proactive and Optimistic.
3. Good listener, keen learner and observer.
4. Quick Adaptability to the work environment.



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## WORK EXPERIENCE :-

- Name of the Company :- Deep Enterprises (Aug 2014 -PRESENT)
- Job Profile :- Tender Executive

### Notables:-

- Quoting All India Online Tender as well as Manual tenders.
  - Selecting Tender from websites and Submitting Quotations for MUNICIPAL CORPORATION OF GRATER MUMBAI,PANVEL MUNICIPAL CORPORATION, PUNE MUCIPAL CORPORATION, PIMPARI CHINCHWAD MUNICIPAL CORPORATION, THANE MUNICIAPL CORPORATION, BARC ,Armed Forces Medical and Stores Department(AFMSD),Reserve Bank of India (RBI) ,Command Hospital Pune, Military Hospital (CTC), MH Kirkee Hospital , Indian Railways ,AICTS, INHS Asvini , INHS Sanjivani (Kochi),INHS Jeevanti ( Goa) ,INHS Patanjali,Karwar, Hindustan Aeronautics Limited (HAL), etc.
- Arranging documents as per Tender Requirement.
- Excellent knowledge in Preparation of Tenders & Procedures / Bidding and submission of Tenders.
- Uploading/Submitting the Documents (General/Technical/Commercial) in the ONLINE Platform.
- Preparation of EMD and Bank Guarantee Statement.
- Preparing the Tender Rates Comparative Statement.
- Active involvement in Coordinating the documents required for tenders form the factories eg. Drug license, WHO-GMP certificate etc.)
- Punching orders and rates received form the Institute or Vendor.
- Selecting Tender from websites and Submitting Quotations for BARC, MCGM, E- procurement tenders, GEM portal, etc.
- Uploading/Submitting the Documents (General/Technical/Commercial) in the ONLINE Platform. as per schedule.
- Keeping record of Opened tenders.
- To track & update day to day communication, corrigendum, notices, regarding tenders
- Preparing Quotation for offline tenders.
- Preparing and sending Quotations to dealers
- Follow up with the customers
- Searching and selecting tenders on IREPS.
- Keeping record and follow up of purchase orders
- Preparation of bills
- Outstanding reconciliation with accounts department.
- Study and understanding of tender documents, preparation of Quotations
- To track & update day to day communication, corrigendum, notices, regarding tenders
- Keeping record of opened tenders and making comparative statement
- Preparation of EMD and Bank Guarantee
- Vendor Registration on various portals. Preparing documents for registration.
- Making Purchase & Sales Entry in FA.
- Preparing Bills For INHS Sanjivani, INHS Jeevanti, All Military Hospitals



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**PERSONAL PROFILE :-**

♣ NAME :- PRIYANKA MADHUKAR MHETRE

♣ DATE OF BIRTH :- 25<sup>TH</sup> DEC 1993

♣ AGE :- 29 yrs

♣ GENDER :- FEMALE.

♣ MARITAL STATUS :- MARRIED.

♣ NATIONALITY :- INDIAN.

♣ RESIDENTIAL ADD. :- KOLHAPUR.

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♣ LANGUAGES :- ENGLISH ,MARATHI, HINDI .

I hereby declare that the above particulars written are true best of my knowledge.

DATE :-

PLACE :- KOLHAPUR

PRIYANKA MADHUKAR MHETRE



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