

CURRICULUM VITAE

Mr. Rajkumar Ramkaran Ghoghalia

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PROFESSIONAL OBJECTIVES:

To associate myself with a professionally managed organization, wherein I will be able to secure a challenging position to expand my learnings, knowledge and skills in order to evolve myself into a valuable asset of the company.

ACADEMIC QUALIFICATION:

- ❖ T.Y.B. Com from Mumbai University in 2008 - 2009.
- ❖ H.S.C from Maharashtra Board in 2003 - 2004,
- ❖ SSC from Maharashtra Board in 2001 – 2002,

TECHNICAL QUALIFICATION :

Diploma in Office Automation and Graphics (DOAG)

- ❖ Application Software: MS Word, Excel, PowerPoint, Tally, DTP & Internet
Operating System: Window 2000, Window XP & Window 7

Diploma in Hardware & Networking (A+ & N+)

- ❖ Software Installation, Assembling, Trouble Shooting & Fundamental of Networking

Work Experience:

1. Worked as a **Senior Tender Executive** in **M/s. Technocrats Security Systems Private Limited (TSSPL)**- Mumbai from 23rd December, 2019 to 30th June, 2020.
2. Worked as a **Senior Tender Executive** in **M/s. Unique Instruments (UI)** - Mumbai from 23rd March, 2014 to 21st December, 2019.

Work Profile at (TSSPL & UD):

- Participating in E-tenders & Off- line tenders of Government/Semi Government/Local Bodies undertakings, Public & Private sectors for our products and services,
- Study the tender papers thoroughly and highlight the Salient features,
- Discussing the tender summaries with the superior and taking approval to participate in same,
- Raising Pre-Bid queries, if any & arrange to attend the pre-bid meeting, if required, and follow up further for the minutes of meeting,
- Arrange the tender fee & Earnest Money Deposit (EMD), in case required through Finance Department,
- Preparing all requirements for submission of tender with all paperwork,
- Uploading technical bid & price bid on ONLINE Portals,
- Ensure timely dispatched/submission of tender document in hard copy / online as specified,
- Following up with parties to know status of our offer/Tender,
- Follow up further and respond to prospective clients for post bid queries, if any,
- Arrange to Attend tender opening / online results etc. and inform results to superior's,
- Participating in reverse auction, if any,
- Participating in negotiation meeting, if any,
- Follow up with clients to releasing of order,
- Completion of formalities after receipt of order (i.e. submission of SD/PBG, execution of Agreement etc. as per order terms),
- Follow up for payment as per order terms,
- Coordination with concerned department/execution team for ongoing projects,
- Communication with client through mail or letters for any hurdles/obstacles at site during the execution of work as well as request for extension of time if required,
- Communication & follow up for the work completion certificate & final payment, etc.

3. Worked as **Office Executive** at **M/s. Twincity Sunlife Pvt. Ltd.** (Mumbai) from 02nd November, 2009 to 30th June, 2013.

ACHIEVMENT:

I was actively involved to bagged major orders through tendering during my tenure with **M/s. Unique Instruments** such as:

1. Oil & Natural Gas Corporation Ltd. (ONGC) – Ankleshwar,
2. Ordnance Parachute Factory (OPF) - Ambarnath,
3. Central Warehouse Corporation (CWC) – Maharashtra,
4. Municipal Council of Greater Mumbai (MCGM) – Mumbai,
5. The Brihan Mumbai Electric Supply & Transport Undertaking (BEST) – Mumbai,
6. Agricultural Produce Market Committee (APMC) – New Mumbai,
7. Indian Space Research Organization, (ISRO),
8. Indian Oil Corporation Limited (IOCL),
9. Western Coalfields Limited (WCL), Nagpur,
10. Directorate of Kerala Ports, Kerala,
11. Maharashtra State Seeds Corporation Limited (MSSCL), Akola,

12. Balmer Lawrie,
13. Kerala State Electricity Board (KSEB),
14. Visakhapatnam Steel Plant (VSP),
15. Bharat Petroleum Corporation Limited (BPCIL),
16. Eastern Coalfields Limited (ECL), etc.

LANGUAGES KNOWN:

❖ Hindi, English, Marathi

PERSONAL DETAILS:

Name	:	Rajkumar Ramkaran Ghoghalia
Permanent Address	:	Chirekhan Nagar, Aaram Society Road, Behind Vakola Church, Santacruz (E), Mumbai – 400055. State-Maharashtra.
Date of Birth	:	04th August 1984
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Hindu
Category	:	Scheduled Caste
Mother Tongue	:	Haryanvi

DECLARATION

The above data provided by me are true to the best of my knowledge.

Date:

Place: Santacruz (East), Mumbai- 400055

Rajkumar R. Ghoghalia