

**KABITA SHARMA**

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### **Career Objective**

To work in a challenging, highly professional and conducive environment which helps me in moving ahead in my career, where my skills can be best utilized for the benefit of the organization, I work for, while providing career advancement opportunities.

### **Education Qualification**

Master in commerce (M.Com) in accounting from M.S. University, Vadodara in 2014

Bachelor of Commerce (B.Com) Graduation from M.S University, Vadodara in 2012 12<sup>th</sup> from GSHSE Board, Gujarat in 2009

10<sup>th</sup> from GSE Board, Gujarat in 2007

### **Work Experience**

**1. Organization: Galaxy Enterprise & R S Construction**

Indian Oil Corporation Limited, Gujarat Refinery premises

Designation: Tender Executive

Tenure: 05<sup>th</sup> June 2019 to 31<sup>st</sup> August 2022

**2. Organization: Meridian InfoTech Limited**

Designation: Tender Executive (in sales)

Tenure: 01<sup>st</sup> Sep 2022 to 31<sup>st</sup> October 2022

**3. Organization: Analytical Technologies Limited**

Designation: Tender Executive

Tenure: 01<sup>st</sup> Nov 2022 to 31<sup>st</sup> March 2023

**4. Organization: climax synthetics Pvt. Ltd**

Designation: In Sales (Tender & sales)

Tenure: 01<sup>st</sup> April 2023 to till present

**Roles and Responsibilities:**

- Preparation of tender documents for various requirements.
- Answering the pre-bid queries of the prospective bidders after consultation with concerned team/department.
- Evaluation of bids, analysis and preparation of reports for the same.
- Co-coordinating with vendors, consultants, suppliers, and keeping track of progress of assignments assigned to them on a periodic basis.
- Reviewing of documents submitted by consultants, vendors, third party agencies.
- Creating and issuing purchase orders, work orders, and modifications in the same as per the requirement through SAP.
- Preparation of internal notes, correspondences, covering letters as per the requirement of department.
- SAP Net weaver version 7.4 : managing proper documentation of all tenders using

**Extra-Curricular Activities**

- Certificate course in Tally 9.0
- Certificate course in computer Basic and internet.

**Software Knowledge**

- Basic Knowledge of SAP Net weaver version 7.4 & CRM Software.
- Knowledge of MS Office, Internet and Tally 9.0.
- Spectrum

**Strengths**

- Good communication skills.
- Co-ordinate well when working in-group.
- Willingness to learn and tackling up challenges.
- Adjustable to any situation
- Self-Confidence

**Personal Attributes**

Date of Birth: 22<sup>th</sup> Sep 1991

Gender: Female Marital

Status: Married

Address: 37-Mahadev Nagar, Behind Makarpura Bus Depo, Makarpura, Vadodara

Language known: Gujarati, Hindi & English

Yours Sincerely  
Kabita Sharma)