

GausalyaDevi S

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Objective

Ambitious and results-driven Tender Executive with a strong background in identifying new business opportunities, managing tender processes, and collaborating with cross-functional teams. Seeking a dynamic organization where I can utilize my skills to achieve exceptional results

Experience

- Zigma Global Environ solution Pvt Ltd** 03.01.2024 - Currently working
Tender Executive
 - Research and identify new tender opportunities relevant to company services.
 - Notify directors about new tenders.
 - Participate in tender/bid processes, ensuring timely submissions.
 - Prepare comprehensive tender documents.
 - Maintain accurate tender tracker sheets, compliance trackers, and insurance trackers.
 - Handle communication letters and correspondence.
 - Collaborate with Business Development Managers (BDMs).
 - Participate in Payment Review Meetings and prepare milestone sheets.
 - Coordinate with various departments.
 - Prepare completion reports for finished projects.
- Ecomm Enabler** 20/03/2023 - 31/12/2023
Business Associate
Flipkart's Sellers Support Team (Onboarding process)
 - Guided sellers through account creation and setup for Amazon and Flipkart seller accounts.
 - Provided comprehensive training on product listing, optimization, and management.
 - Educated sellers on leveraging marketing tools to increase visibility and sales.
 - Shared strategies on promoting sales, driving revenue growth, and improving overall performance.
- VI (Vodafone Idea LTD)** 01/07/2022 - 31/11/2022
CRE (Customer Relation Executive)
 - Managed cashier operations, handling customer bill payments and transactions.
 - Provided exceptional customer service, resolving queries and concerns.
 - Maintained accurate accounts management, ensuring seamless customer experience.
 - Converted leads into sales, driving revenue growth.
- Naturals Saloon & Spa** 01.03.2022 - 30.06.2022
Manager
 - Managed inventory and maintained optimal stock levels.
 - Coordinated appointment bookings and ensured seamless customer experience.
 - Handled petty cash transactions and maintained accurate records.
 - Provided exceptional customer service, resolving queries and concerns.
 - Monitored attendance, leave, and performance of team members.
- Jagadguru paper mills** 10/10/2020 - 28/02/2022
Sales Executive
 - Managed stock and showroom operations.
 - Handled petty cash transaction.
 - Provided exceptional customer services.
- Infosys BPO LTD** 02/07/2018 - 10/07/2019
Process Executive
Domain: SPS - US Mortgage Banking Services
 - Managed and executed mortgage banking processes for US clients
 - Ensured compliance with regulatory requirements and internal standards
 - Coordinated with cross-functional teams to resolve issues and improve processes

Education

- **Erode Sengunther Engineering College** 2020
MBA
76.5%
- **Nandha arts & science college Erode, Bharathiyar University** 2018
B.com
78%
- **Kalaimagal Kalvi Nilayam Erode** 2015
12th
81%
- **Government Girls Higher Secondary School Erode** 2013
10th
83.4%

Projects

- **A cashless transaction towards public perception at Erode District**
MBA final year project
Duration - 6 month

Skills

- MS Office
- Government e-Procurement Portal / GeM
- ERP
- Research and Analytical Skills
- Attention to Detail
- Time management
- Team Collaboration
- Effective Communication
- Quick Learning
- Easily Adaptable

Languages

- Tamil
- English

Personal Details

- Date of Birth : 05/07/1997
- Marital Status : Married
- Nationality : Indian
- Known Language : Tamil, English