

R.EZHILARASI

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CAREER OBJECTIVE:

Dedicated and detail-oriented professional with over 8+ years of experience in tender management, business operations, and administration. Proven expertise in handling end-to-end tender processes, vendor coordination, documentation, and ERP/CRM tools. Strong interpersonal and organizational skills with the ability to lead teams, manage multiple projects, and ensure compliance with government and corporate procurement standards.

CAREER SUMMARY:

Total Work Experience: 8+ years

1. Work Experience: Oct 2024 to Till Date

Company Name: Amvion Labs Pvt Ltd, Chennai

Role: Sr Executive- Business Operations (Tender)

At Amvion Labs, I handle the complete tender management process for IT infrastructure projects across government and enterprise sectors. My role bridges technical understanding, documentation, and cross-functional coordination to ensure smooth and compliant bid submissions and follow ups.

ROLES & RESPONSIBILITIES

- Manage the end-to-end lifecycle of tenders, from identifying opportunities to final submission and follow-up.
- Prepare and review technical, commercial, and administrative documents in line with tender requirements.
- Well-versed in IT infrastructure components tender such as servers, storage, workstations, firewalls, networking devices, and CCTV systems etc
- Actively participate in pre-bid meetings, preparing queries and ensuring compliance with technical specifications.
- Coordinate closely with OEMs, suppliers, and internal teams for pricing, clarifications, and documentation.
- Handle vendor registrations, renewals, and approvals with various government departments.
- Prepare EMDs, comparative statements, and purchase orders, while maintaining supplier databases.
- Handle and guided a team of four members to attend pre-bid meetings at various locations, carry out offline tender submissions, follow up on submitted tenders, and coordinate vendor interactions and payment updates.
- Maintain CRM (Vettrix) records and update tender progress reports regularly.
- Skilled in using ERP tools (Odo) for documentation and procurement workflows.
- Draft professional correspondence and reports in English and Tamil.
- Ensure proper documentation control for confidential tenders, quotations, and billing information.

KEY SKILLS

Vendor Management | Tender Coordination | Leadership | ERP/CRM Tools | Communication | Documentation | Time Management | Negotiation

2. Work Experience: July 2023 to Sep 2024

Company Name: Sumathi Constructions, Chennai

Role: Admin Cum Tender Executive

At Sumathi Constructions, I support both administrative operations and tender activities for civil and infrastructure projects.

ROLES & RESPOSIBILITIES

- Involved in preparing and submitting tender documents for construction, roadwork, and stormwater drain projects through TN eProcurement and CPWD portals.
- Assisted in vendor registration, EMD preparation, and ensuring all supporting documents were ready before bid submission.
- Coordinated with project managers and site supervisors to collect data, update project requirements, and prepare material-related documents.
- Managed purchase orders, supplier lists, and quotation comparisons to support procurement decisions.
- Maintained monthly stock reports, attendance, and administrative records, ensuring accuracy and timely updates.
- Handled office administration tasks, including billing, petty cash management, and maintenance of office equipment.
- Oversaw day-to-day operations, vendor payments, and ensured smooth functioning of office and site-related activities.
- Drafted official letters and internal communications in both Tamil and English.

3. Work Experience: February 2014 to July 2019 & March 2022 to June 2023

Organization Name: DOTE CAMPUS (Technical Education, PWD Office) – Chennai

Role : Admin Assistant

ROLES & RESPOSIBILITIES:

- Coordinating and communicating activities for the Office, including all employee events.
- Updating databases with confidential and relevant information.
- Maintaining suitable and sufficient office stationery levels.
- Organizing Tender's & other office events.
- Maintaining the regular financial reports, travel records, handling the petty cash.
- Competent on all Microsoft Office program.
- Creating financial and statistical reports using spreadsheets.
- Able to use office equipment like copiers, fax's, scanners, printers, computers and office software. Financially astute with the ability to control budgets and expenditure.
- Ability to type 30 wpm and demonstrated proficiency on 10-key.

EDUCATIONAL QUALIFICATION:

- Secure 76.50% in B.E (E.C.E) from Anna University, Jaya Engineering College, Thiruvallur.
- Secure 84.00% in HSC from Govt. Girls Higher Secondary School, Chennai.
- Secure 81.40% in SSLC from Don Bosco High School, Chennai.

TECHNICAL SKILLS

- MS Office- Word, Excel, PowerPoint
- Typing skill- English and Tamil (Intermediate)

PERSONAL INFORMATION:

Father's Name : S. Ramesh.
Date of Birth : 11-Apr-1991
Marital Status : Married
Gender : Female
Nationality : Indian
Languages Known : English, Tamil
PAN No : ABSPE7531M
Permanent Address : #09,Avvai Nagar, 2ndStreet, Stephenson's Lane,
Vyasarpadi, Chennai- 600 039.
Current Address : #16, Sriram Nagar, Mahalakshmi Nagar Main Road,
Guduvanchery, Chengalpattu District- 603202

Place:

Yours Sincerely,

Date:

(Ezhilarasi. R)