
ANAND PREM N

**MO2-SENIOR
EXECUTIVE(DATA
MATICS,PUDUCHERRY)**

CONTACT

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PROFILE SUMMARY

Results-driven Web Research Analyst with 8.4 years of experience in US government tender projects, specializing in construction bids. Proficient in data collection, MS Office, and C-PUP tools for accurate data entry and project tracking. Skilled in updating project names, agency details, and vendor contacts. Strong analytical and research abilities. Seeking Non-IT roles to utilize my expertise.

EDUCATION

- 2010 - 2014
MAILAM ENGINEERING
COLLEGE, MAILAM
B.Tech(Information
Technology)
with 6.5 CGPA
- 2010 HSC
RAJAH HIGHER SECONDARY
SCHOOL, PONDICHERRY
with 63 % in HSC
- 2008 SSLC
RAJAH HIGHER SECONDARY
SCHOOL, PONDICHERRY
with 81 % in SSLC

WORK EXPERIENCE

DATA MATICS,PUDUCHERRY MO2 (Senior Executive)

JULY 2017 -
PRESENT

- Led the US project about bid , US government agency proposed a tender , vendor company quote a price. Finally which vendor award a project based in estimated budget . our work is update a project name, agency name and owner contact etc.. in manual entry or c-pup tool used with MS office.

SKILLS

- Web Reaserch Analyst
- GeM Portal
- Bid and Tender Analysis
- Data Entry and Management
- US Government Tender Processes
- Vendor Evaluation and
Coordination
- Manual Data Entry Techniques
- C-PUP Tool Proficiency
- MS Office Suite (Excel, Word,
PowerPoint)
- Attention to Detail
- Process Optimization
- Time Management

LANGUAGES

- English
- Tamil

HOBBIES

- Watching Movies
- Playing Cricket