

ANAND PREM N

MO2-SENIOR
EXECUTIVE(DATA
MATICS,PUDUCHERRY)

CONTACT 9677353084 anandpremnatarajan@gmail.com 9/743, Thirumular Street, Sithalampet, Thirukanoor (post)	PROFILE SUMMARY <p>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.</p>
EDUCATION <ul style="list-style-type: none">• 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 JULY 2017 - PRESENT MO2 (Senior Executive) <ul style="list-style-type: none">• 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.
LANGUAGES <ul style="list-style-type: none">• English• Tamil	SKILLS <ul style="list-style-type: none">• 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
HOBBIES <ul style="list-style-type: none">• Watching Movies• Playing Cricket	