

# GausalyaDevi S

34/60, 1st MGR Street, Veerapan Chathiram, Erode - 638004.

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## Objective

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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

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- 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

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- **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

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

## Skills

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- 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

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- Tamil
- English

## Personal Details

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