

CURRICULUM VITAE

ANKITA KUMARI

ADDRESS:- Flat no-2021 2nd Floor, Sector – 15
Panchkula, Haryana
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OBJECTIVE:-

I am ready to get challenges with unending zeal and face them with confidential attitude to get success. Seeking a position demanding hard work with smartness and promising professional growth.

EDUCATIONAL QUALIFICATIONS:-

- ☐ 10Th Passed From CBSE Board In 2007
- ☐ 12Th Passed From CBSE Board In 2009
- ☐ B.A From Delhi University.

SOFTWARE PROFICIENCY:-

- ☐ Ms-Office: - Ms-Advance Excel, Ms-Word, Ms-PowerPoint, Internet.

EXPERIENCE: -

- ☐ **Total Experience approx 9 + Years in administration work and e-tendering work for various portable like e- procurment, CPPP, abc procure. Etc.**

Presently Working

M/s Sanrai Med India Pvt Ltd. (Chandigarh)

As a Sr. Tender Manager from 11.03.2019 to Till Date

This is ISO 13485: 2016 Certified Company for “Supplier Medical Equipment , for Govt. sectors (All India i.e.,GMCH,PGIMER,HMSC , etc.)

Work Handle:

- ☐ Tender Preparation for Govt. Sectors.
- ☐ Online E-tendering and Offline documentation
- ☐ Office administration
- ☐ GEM Portal

- ☐ Make Import Document
- ☐ Make Quotation and Purchase Order
- ☐ Do work for various portal like Tender Wizard, abcprocure, CPPP, DPP , Nprocure etc.

1. Brightway Agencies(Chandigarh)

As a Tender Executive from

16.08.2017 to 28.02.2019

This Company is a Medical Equipment dealer for “Supply of Chemical and Medical Equipment for Govt. sectors (HSCC,HARTRON, JKMSCL,PEC,GMCH,PGIMER,HMSCL ,UPMSCL, Edcil etc.)

Work Handle:

- ☐ Tender Preparation for Govt. Sectors.
- ☐ Online E-tendering and Offline documentation
- ☐ Office administration
- ☐ GEM Portal

2. Northern Power Erectors Ltd.(Delhi)

As a tender executive From

01.03.2016 to 05.08.2017

This is ISO 9001:2000 Certified Company for “Repair, Renovation and Maintenance, and supply of turbine parts for power generation projects”, for Govt. sectors (NHPC, BHEL, JKSPDC, UJVNL, PSPCL, NTPC,BBMB Etc.)

Work Handle:

- ☐ Tender Preparation for Govt. Sectors.
- ☐ Online E-tendering and Offline documentation
- ☐ Office administration
- ☐ Do work for various portal like Tender Wizard, abcprocure, CPPP, nprocure etc.

3. SRA INTERIORS & DECORATORS(Delhi)

As a Tender Executive and Office Coordinator from

21.08.2009 to 15.02.2016

This is ISO 9001:2000 Certified Company for “Renovation, Interior, Electrical, Civil Maintenance and CCTV Security for Govt. and PVT. Sectors (IFCI Delhi, Chandigarh and Jaipur, Delhi University, BMB Bank Delhi and Chandigarh, RBI, Dalmia Bharat Group and CBI Head Quarters Etc.)

Work Handle:

- ☐ Tender Preparation for Govt. Sectors.
- ☐ Offline documentation
- ☐ Prepare invoice
- ☐ File documents
- ☐ Do work for portal like e-procurement etc.

Overall Job Profile:-

- ✓ Handling the File Documentation.
- ✓ Preparing Invoicing.
- ✓ Co-ordinate with the team.
- ✓ Receiving Couriers.

- ✓ Handling Office Cash & Expenses.
- ✓ Handling Office Administration
- ✓ Handling all Tender Work
- ✓ Handling E-Tendering Work for various site.

PERSONAL STRENGTH:-

- ☐ Ambitious, Honest, Reliable, Smart Worker.
- ☐ Can adapt any kind of environment easily.
- ☐ Regularity and Punctuality.

LANGUAGE KNOWN:-

- ☐ English, Hindi, Punjabi

PERSONAL INFORMATION:-

DATE OF BIRTH	:	28th March, 1991
MARITAL STATUS	:	Married.
Father NAME	:	Sh. Ajay Kumar
NATIONALITY	:	Indian.
HOBBIES	:	Reading Books, Listening Music

DATE :
PLACE : P a n c h k u l a

(Ankita Kumari)