

Himanshu Khatri

Admin. /Tender Manager - M/s OYNX Management Services Pvt. Ltd

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To excel as a good professional. Be a good human being in the life in whatever field I work in with total dedication and devotion. Make every day a learning experience.

MY PROPENSITY

- Good presentation and communication skills
- Innovative
- Capability to work efficiently for long hours in multi-cultural set ups
- High level of sincerity and commitment towards work
- Punctual & Honest

Willing to relocate: Anywhere

Work Experience

Admin. /Tender Manager

M/s OYNX Management Services Pvt. Ltd - Noida, Uttar Pradesh

January 2011 to Present

Key Responsibility Areas:

- Responsible for managing staff salary & maintaining their salary data.
- Transferring Payment of employees to their bank accounts through NEFT/ECS/Cheques/Cash.
- Depositing ESI & EPF of the recruited employees & maintaining their records.
- Preparing Monthly Bills for the services rendered to our clients i.e. B.H.E.L, E.I.L, I.O.C.L, C.A.G, CBI (HQ), NITI AAYOG, C.E.R.C, N.I.C, I.B, etc.
- Doing Monthly Accounting of the company.
- Preparing for upcoming Tenders (Online & Offline both)
- Complete Knowledge of all E-tendering websites like GeM, eprocure.gov.in, govtprocurement.delhi.gov.in, etender.gov.in, iocletenders.nic.in, Indian railways (ireps.gov.in) etc.
- Study and understanding the tender documents, preparation & tender submission (both Technical & Commercial Part)
- Contribution in cost and price calculations of tenders.
- Clarification of bid conditions and management of the tender preparation.
- Co-ordinating with clients for tender documents & prepare correspondences and follow up.
- Maintaining confidential data for the recruited employees (i.e. their personal information, salary structure, incentive plans, EPF contribution, ESI contribution, overtimes & banking information)
- Knowledge of necessary registrations of the company i.e. Labour Licenses, ISO,

OHSAS, NSIC, PSARA etc.

Education

B.Com in Marks

Delhi University - Delhi, Delhi
2010

Skills / IT Skills

- EMPLOYEE RESOURCE GROUP (Less than 1 year)
- ENTERPRISE RESOURCE PLANNING (Less than 1 year)
- ERP (Less than 1 year)
- EXCEL (Less than 1 year)
- MS EXCEL (Less than 1 year)

Additional Information

RELEVANT SKILLS

- Well versed with MS-Office
- MS Word
- MS Excel
- MS Power Point
- Research on Internet

- Knowledge of Tally ERP