

Bharat Sharma

Noida

Mobile: 8859777431

Email: bharatsharma7181@gmail.com

CAREER OBJECTIVE

To evolve into a hardworking and sincere profession, contributing to the success of your organization and at the same time enhance my knowledge and develop my communication managerial and interpersonal skills

Work Experience: 1

- Work Experience (15/11/2017 – 30/01/2019)
- Company Name: Trinix Impex Pvt. Ltd
Greater Noida,
- Company Profile: Solar Power Plant, Solar Street Light, Solar Home System,

1. Job Responsibility:

- My Focus Search All Incoming Tender Government and Semi Government Department.
- My Responsibility Tender Registration on Portal Govt. Department.
- Maintain the records of bids and tender & bid opening results
- Preparation of the Technical-Commercial and Financial Bids with Team.
- Submit the Techno-Commercial bid on E-tendering Portal.
- Prepare Purchase orders and follow-up With the Team.
- Designing and Completion the Test Report with Technical Department.

2. Job Responsibility:

Knowledge of GeM Portal.

Work Experience: 2

- Work Experience (15/03/2019 – 30/12/2020)
- Company Name: BCS Switchgear Industries
Greater Noida,
- Company Profile: Electrical Panel, Distribution Board, Junction box, Feeder Pillar, Cable Tray,

1. Job Responsibility:

- My Focus Search All Incoming Tender Government and Semi Government Department.
- My Responsibility Tender Registration on Portal Govt. Department.
- Maintain the records of bids and tender & bid opening results
- Preparation of the Technical-Commercial and Financial Bids With Team
- Submit the Techno-Commercial bid on E-tendering Portal.
- Prepare Purchase orders and follow-up With the Team.
- Follow up Designing and Completion the Test Report with Technical Department.

2. Job Responsibility:

Knowledge of GeM Portal.

BASIC ACADEMIC CREDENTIAL

- Diploma in Mechanical Engineering, from (Monad University, Hapur (U.P) in - 2014
- Class 10th from U.P Board, Mathura in 2011

Professional Skills:-

Having knowledge about:

- Knowledge of computer
- Autocad

Strengths:-

- Self- Motivated
- Positive attitude
- Problem solving approach

Personal Information

Name:	: Bharat Sharma
Date of Birth	: 18-05-1995
Gender	: Male
Nationality	: Indian
Marital Status	: Unmarried
Languages Known	: English & Hindi
Address	: Sector 52 Noida, U.P-201307

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Bharat Sharma