

CURRICULUM VITAE

Name : **HIMANSHU KHATRI**
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CAREER OBJECTIVE

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

WORK EXPERIENCE

Organization : M/s OYNX Management Services Pvt. Ltd., Noida.
Tenure : 09 Years (January 2011 – Till Now)
Designation : Admin. /Tender Manager

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, 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.

ACADEMIC PROFILE

Course & Specialization	College/Institute & Board/University	Year of passing	Marks (%)
B.Com	Sri Aurobindo College (D.U)	2010	50.00%
XII Std	Kendriya Vidyalaya, J.N.U, New Delhi	2007	72.00%
X Std	Kendriya Vidyalaya, J.N.U, New Delhi	2005	67.00%

RELEVANT SKILLS

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

- Knowledge of Tally ERP

PERSONAL PROFILE

Mother's name : Mrs. Sulochana Khatri
Father's name : Mr. J.S. Khatri
Date of birth : 3 March 1990
Language proficiency : Hindi, English.
Address : H.No.-42/43, Street No.2, Sidhatri Enclave, Uttam Nagar,
New Delhi-110059

REFERENCES:

To be Produced on Demand



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